

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**JANUARY 27, 2014**

**THE SENSATIONAL HOST**  
**3030 Route 73 North**  
**Maple Shade Township**

**12:00 PM**

**AGENDA AND REPORTS**

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**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
MEETING: JANUARY 27, 2014 – 12 NOON  
THE SENSATIONAL HOST  
3030 Route 73 North  
Maple Shade Township**

**SINE DIE MEETING**

- MEETING OF FUND COMMISSIONERS CALL TO ORDER**
- ROLL CALL OF 2013 COMMISSIONERS**
- APPROVAL OF MINUTES:**
  - November 25, 2013, Open Session ..... **Appendix I**
  - November 25, 2013, Closed Session ..... **To be distributed**
- CORRESPONDENCE** .....None
- ADJOURN SINE DIE MEETING**
  - Chairs vacated - Chair asks Executive Director to run meeting
- EXECUTIVE DIRECTOR CALLS MEETING TO ORDER**
- ROLL CALL OF 2014 FUND COMMISSIONERS**
- ELECTION OF CHAIR AND SECRETARY**
- ATTORNEY SWEARS IN COMMISSIONERS**
  
- APPOINTMENT - FUND PROFESSIONALS – (Resolution 14 -1) ..... Page 3**
  - .Appointment of Fund Professionals
  
- ORGANIZATIONAL RESOLUTION – (Resolutions 14-2 – 14-5) ..... Page 6**
  - .Establishment of Public Meeting Procedures
  - .Establishment of Fund Records Program
  - .Appointing Fund Defense Panel
  - .Approval of the 2014 Risk Management Plan

**REPORTS**

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**
    - .Executive Director's Report ..... **Page 1**
  
  - ATTORNEY - William J. Kearns, Esquire**
  
  - TREASURER - Thomas Tontarski**
    - .December 2013 Voucher List Resolution 13-24 ..... **Page 49**
    - .December 2013 Dividend Voucher Resolution 13-25..... **Page 51**
    - .January 2014 Voucher List Resolution 14-6..... **Page 52**
    - .Treasurer Reports..... **Page 54**
  
  - UNDERWRITING MANAGER – Conner Strong & Buckelew**
    - .Monthly Reports ..... **Page 63**
-

- SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
    .Monthly Reports ..... **Page 64**
- MANAGED CARE – QualCare**  
    .Monthly Report..... **Page 73**
- CLAIMS SERVICE – Qual Lynx**

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED  
PURPOSES - PERSONNEL - SAFETY & PROPERTY OF  
PUBLIC LITIGATION**

- OLD BUSINESS**
  - NEW BUSINESS**
  - PUBLIC COMMENT**
  - MEETING ADJOURNED**
  - NEXT MEETING: February 24, 2014 - Evesham Township Municipal Building**
-

## Professional Municipal Management Joint Insurance Fund

9 Campus Drive – Suite 16  
Parsippany, NJ 07054

Date: January 28, 2014  
Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund  
From: PERMA Risk Management Services  
Subject: Executive Director's Report

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### 2014 Reorganization Resolutions

**Fund Professionals & Professional Service Agreements:** At the January 23, 2012 Reorganizational meeting, the Fund appointed professional contracts in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2012, 2013 and 2014. Enclosed with the reorganization resolutions is Resolution 14-1 reflecting re-appointments and establishing compensation for Fund Year 2014. **(Page 3)**

#### Motion to adopt Resolution 14-1

.Resolution 14-2 Establishment of Public Meeting Procedures	Page 6
.Resolution 14-3 Establishment of a Fiscal Management Plan	Page 9
.Resolution 14-4 Appointing Defense Panel Attorneys	Page 15
.Resolution 14-5 2014 Risk Management Plan	Page 17

#### Motion to adopt Resolutions 14-2 through 14-5.

- Residual Claims Fund 2014 Reorganization Meeting:** The Residual Claims Fund's 2014 Reorganization meeting was held on January 2, 2014 at the Forsgate Country Club. Enclosed is a copy of Commissioner Carew's report on the meeting. **(Appendix II)**
- E-JIF 2014 Reorganization Meeting:** The E-JIF 2014 Reorganization meeting was held on January 2, 2014 at the Forsgate Country Club. Enclosed is a copy of Commissioner Carew's report on the meeting. **(Appendix II)**
- MEL 2014 Reorganization Meeting:** The MEL 2014 Reorganization meeting was held on January 2, 2014 at the Forsgate Country Club. Enclosed is a copy of Commissioner LaVenias report on the meeting. **(Appendix II)**
- 2014 Assessments:** The 2014 Assessments were mailed to all member towns in mid December. First Installment payments were due to the Treasurer by January 15, 2014.

- ❑ **Special Fund Commissioner:** With the Fund’s membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2014, Willingboro has this privilege and they are appointing \_\_\_\_\_.
- ❑ **Cyber Liability Renewal – Higher Premiums Proposals** – the Underwriter reports that there will be no increase in premiums for the renewal of cyber coverage for 2014. XL is offering higher Limits per a Memorandum from the Underwriter on **Page 47**.
- ❑ **Elected Officials Training:** This year’s elected officials training program will focus on Risk Management for Elected Officials. As in the past, the MEL will reduce each member’s 2014 liability claims premium by \$250 for each municipal elected official and member’s CEO (i.e. municipal manager/administrator). The maximum credit is 25% of the member’s liability claims fund. Mr. Kearns has conducted one seminar in Maple Shade and we will be scheduling another in the next few months. We will also advise of Camden County location.

The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

- ❑ **Employment Practices Liability 2014/2015 Program:** Every two years, the MEL updates its Employment Practices Compliance Program, including the Model Personnel Manual and training programs. XL Insurance asked the MEL to continue this program noting its value in loss control.

In addition to the annual training provided to Elected Officials, the 2014/2015 EPL cycle will also include training for Managers/Supervisors and Police Chief Command personnel.

- ❑ **Due Diligence Reports:**
  - ❑ **Financial Fast Track Report** **Page 34&35**
  - ❑ **Interest Rate Summary Comparison Report** **Page 36&37**
  - ❑ **Expected Loss Ratio Analysis** **Page 38&39**
  - ❑ **Claim Activity Report** **Page 40&41**
  - ❑ **Lost Time Accident Frequency Report** **Page 42&43**
  - ❑ **Regulatory Affairs Checklist** **Page 44&45**
  - ❑ **2013 EPL/POL Status** **Page 46**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**RE-APPOINTING CERTAIN PROFESSIONAL AND SERVICE ORGANIZATIONS**

**Whereas**, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the *Local Public Contracts Law*, and

**Whereas**, the Commissioners of the Professional Municipal Management Joint Insurance Fund have determined that it is in the best interest of the Professional Municipal Management Joint Insurance Fund to have the terms of appointment and contracts with its professionals begin as of February 1st each year, so that the terms begin after the annual reorganization meeting of the Professional Municipal Management Joint Insurance Fund,

**Whereas**, the Professional Municipal Management Joint Insurance Fund appointed the Fund Professionals – noted below – to three year terms commencing on February 1, 2012 and ending on January 31, 2015 at its January 23, 2012 Reorganization Meeting in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.;

**Now, THEREFORE, BE IT RESOLVED** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in a public session on January 27, 2014, that the following be re-appointed:

1. **PERMA Risk Management Services** is hereby re-appointed as **Administrator, with Bradford C. Stokes** as **Executive Director** and **David N. Grubb** as **Deputy Executive Director** and both as agent for process of service.
2. **Mr. William John Kearns, Jr** of the law firm of **Kearns, Reale & Kearns,** is re-appointed as the **Fund Attorney** and shall receive a retainer for administrative services, legal research and legal opinions. In addition, **Kearns, Reale & Kearns** shall provide **litigation management services** for the Fund.
3. **Thomas Tontarski** is re-appointed as **Treasurer** for the Fund.
4. **The Actuarial Advantage** is re-appointed as **Actuary** for the Fund.
5. **J.A. Montgomery Risk Control** is re-appointed as **Safety Director Coordinator** for the Fund.
6. **Bowman & Company** is re-appointed as **Auditor** for the Fund.
7. **Conner Strong & Buckelew** is re-appointed as **Underwriting Manager** for the Fund.
8. **Qual-Lynx** is re-appointed as **Claims Administrator** for the Fund.

9. **TD Bank** is re-appointed as **Asset Manager** with a “30 – day cancellation clause”.
10. **QualCare** is re-appointed as **Workers’ Compensation Managed Care Organization** for the Fund.
11. **Russo & Associates** is re-appointed as **Internal Auditor** for the Fund.

**Be It Further Resolved**, that the Commissioners of the Professional Municipal Management Joint Insurance Fund find and determine that the appointments herein specified require either professional services for which the individuals designated are licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitation of bids for those services meaningful or advisable, and

**Be It Further Resolved**, that the compensation for the services shall be in accordance with the amounts budgeted for the services and contracts hereby authorized and approved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

**Be It Further Resolved**, that the Chairman and Secretary of the Professional Municipal Management Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional or for extraordinary and unspecifiable services and providing for compensation, as follows

1. PERMA as Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 in the amount of \$102,877.00 as set forth specifically in the Agreement.
2. The law firm of Kearns, Reale & Kearns, with William John Kearns, Jr., Esquire, an Attorney at Law of the State of New Jersey and a Partner in the firm, as the designated attorney, as the Attorney (Solicitor) for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 in the amount of \$18,715.00 for general legal services and the sum of \$15,942.00 for litigation management, plus expenses, as set forth specifically in the Agreement.
3. Thomas Tontarski as Treasurer for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 in the amount of \$16,177.00 as set forth specifically in the Agreement.
4. The Actuarial Advantage, with Dennis R. Henry, FCAS, as its designated representative, as Actuary for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 at a rate not to exceed \$35,588.00 without the specific approval of the Commissioners, as set forth specifically in the Agreement.
5. J.A. Montgomery Risk Control, with Joanne Hall and Glenn Prince as its designated representatives, as Safety Director for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 with a basic fee in the amount of \$16,357.00 as Safety Director and reimbursement of expenses for postage not to exceed \$500.00 as set forth specifically in the Agreement.

6. Bowman & Company with James Miles as its designated representative, as Auditor for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$20,946.00 without the specific approval of the Commissioners, as set forth specifically in the Agreement.
7. TD Bank as Asset Manager for the Professional Municipal Management Joint Insurance Fund for a Contract term to be one year with a “30 – day cancellation clause” and shall be .08% of the market value of the FUND’s invested assets.
8. Qual Lynx as Claims Service Company for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 in accordance with the fee schedule set forth in the Agreement in the amount of \$125,450.00 plus the actual cost of a performance bond as set forth specifically in the Agreement.
9. Conner Strong & Buckelew as Underwriting Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2014 in the amount of \$5,412.00 as set forth specifically in the Agreement.
10. QualCare as Workers’ Compensation Managed Care Organization for calendar year 2014 in the amount of \$82,450.00 as set forth specifically in the Agreement.
11. Russo & Associates as Internal Auditor for calendar year 2014 in the amount of \$3,890.00 as set forth specifically in the Agreement.

**Be It Further Resolved**, that all of the Agreements set forth above are subject to specific approval by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

**Be It Further Resolved**, that notice of the appointments and the Agreements for professional shall be published as required by law, and

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 27, 2014.

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**CHAIRMAN**

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**SECRETARY**



**RESOLUTION NO. 14-2**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**ADOPTING PROCEDURES IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**

**Whereas**, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and

**Whereas**, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Board of Fund Commissioners of the Professional Municipal Management Joint Insurance Fund, and

**Whereas**, the Open Public Meetings Act provides that upon the adoption by a public body of a schedule of meetings to be held during the calendar year that no further notice of those meetings will be necessary, and

**Whereas**, it is necessary for the Commissioners of the Professional Municipal Management Joint Insurance Fund to make certain administrative and organizational determinations for the proper operation of the Professional Municipal Management Joint Insurance Fund,

**Now, THEREFORE, BE IT RESOLVED** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in public session on this 27th day of January 2014, that:

1. The Professional Municipal Management Joint Insurance Fund hereby designates the Fourth Monday (unless otherwise noted) of each Month, in the Municipal Buildings of the member municipalities set forth for each date, specifically

February 24, 2014	Evesham Municipal Building	2:00 PM
March 24, 2014	“ “	2:00 PM
April 28, 2014	“ “	2:00 PM
May 19, 2014*	“ “	2:00 PM
June 23, 2014	“ “	2:00 PM
July 28, 2014	“ “	2:00 PM
September 22, 2014	“ “	2:00 PM
October 27, 2014	“ “	2:00 PM
November 24, 2014	“ “	2:00 PM
January 26, 2015	The Sensational Host	12:00PM

as the dates and places of its regular meetings and the meeting of January 27, 2014, shall serve as the 2014 Reorganization Meeting; unless otherwise modified by Resolution all meetings shall begin at 2:00 PM. (\* Third Monday)

2. A copy of all advance notices of special meetings of the Professional Municipal Management Joint Insurance Fund shall, at least forty-eight (48) hours in advance of

the special meeting be mailed to the newspaper designated in this Resolution; be filed with the Clerk of each of the municipalities which are members of the Professional Municipal Management Joint Insurance Fund and be posted in the Municipal Buildings of each of the member municipalities in the same manner as notices of other public meetings are posted.

3. Any person may request, in writing, that the Professional Municipal Management Joint Insurance Fund mail to him or her a copy of the schedule of meetings and/or advance written notice of regular, special or re-scheduled meetings of the Professional Municipal Management Joint Insurance Fund. Upon prepayment by such person of the applicable fee set forth in this Resolution, the schedule and/or advance notice shall be mailed to that person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon filing of a new written request to the Board together with the prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.
4. The following schedule of mailing fees is hereby established:
  - a. For a copy of the schedule of meetings and revisions thereto, the sum of \$10.00 per year.
  - b. For advance written notice of a particular meeting designated in the request, the sum of \$3.00.
  - c. For advance written notice of all regular, special or re-scheduled meetings during the calendar year, the sum of \$10.00.
5. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Professional Municipal Management Joint Insurance Fund required pursuant to the Open Public Meetings Act:  
Burlington County Times and/or  
Maple Shade Progress

In addition, the Fund's webpage is designated for official notices [www.pmmjif.org](http://www.pmmjif.org)

6. Upon the affirmative vote of three-fourths of the Commissioners present, the Professional Municipal Management Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if such a meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest, and

**Be It Further Resolved**, that copies of this Resolution shall be provided, within seven (7) days of its adoption, to the newspapers designated above to receive notice of meetings and to the Clerks of the municipalities participating in the Professional Municipal Management Joint Insurance Fund for posting as required by law and to the Administrator and Treasurer of the Professional Municipal Management Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 27, 2014.

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**CHAIRMAN**

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**SECRETARY**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**ADOPTING FISCAL POLICIES AND PROCEDURES**

**Whereas**, the Professional Municipal Management Joint Insurance Fund has been organized in accordance with the provisions of *N.J.S.A. 40A:10-36 et seq.*, and

**Whereas**, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Professional Municipal Management Joint Insurance Fund, and

**Whereas**, the Commissioners of the Professional Municipal Management Joint Insurance Fund find that it is necessary and appropriate to make decisions regarding the operations of the Professional Municipal Management Joint Insurance Fund,

**Now, Therefore, Be It Resolved** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, meeting in public session on January 27, 2014, that:

1. There is hereby established an interest rate to be charged on all delinquent assessments for the year 2014 of ten (10%) per cent per annum from the due date for any such assessments, except that no interest shall be charged prior to January 15, 2014.
2. Bradford C. Stokes, Executive Director and/or the Account Manager so designated by the Executive Director is designated as the person authorized to accept service of process on behalf of the Professional Municipal Management Joint Insurance Fund at 9 Campus Drive Parsippany NJ 07054 and at 401 Route 73 N, Marlton NJ 08053.
3. The Executive Director of the Professional Municipal Management Joint Insurance Fund is hereby designated as the custodian of the records which shall be maintained at the office of the Administrator located at 401 Route 73 N, Marlton NJ 08053
4. TD Bank, having principal offices within the State of New Jersey, and organized under the laws of the United States or of the State of New Jersey is hereby designated as the primary depository of the Professional Municipal Management Joint Insurance Fund and any Bank, Trust Company, Savings Bank or Savings and Loan Association, having its principal place of business in the State of New Jersey and organized under the laws of the United States of the State of New Jersey is hereby designated as an investment depository of the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2014 with a “30 – day cancellation clause”, provided that prior to the deposit of any funds in any depository authorized herein, the designated institution shall file with the Treasurer of the Professional Municipal Management Joint Insurance Fund a statement certifying that the institution is covered under the provisions of the Government Units Deposit Protection Act, N.J.S.A. 17:9-41, et seq.

5. The State of New Jersey Cash Management Fund is hereby designated as a legal depository for the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2014.
6. The following officials of the Professional Municipal Management Joint Insurance Fund are hereby authorized to sign checks or withdrawal slips where any two (2) of the following signatures are required:

	CHAIR
	SECRETARY
<b>Thomas Tontarski</b>	TREASURER

7. The Professional Municipal Management Joint Insurance Fund has determined that idle funds of the Professional Municipal Management Joint Insurance Fund should be invested in legal investment vehicles at all times and that it is occasionally necessary to transfer funds for the purpose of meeting claims, expenses of the Professional Municipal Management Joint Insurance Fund or to effect investments. The Professional Municipal Management Joint Insurance Fund hereby authorizes the Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles and the Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to pertinent laws and regulations:
  - A. To and from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to other accounts of the Professional Municipal Management Joint Insurance Fund.
  - B. To or from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to or from accounts specified as authorized depositories of the Professional Municipal Management Joint Insurance Fund or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Professional Municipal Management Joint Insurance Fund.
8. All funds of the Professional Municipal Management Joint Insurance Fund for claims payments shall be withdrawn from the official named depositories by check which shall bear the signatures of at least two (2) of the following persons who are duly authorized pursuant to this Resolution to sign claim payment checks on behalf of the Professional Municipal Management Joint Insurance Fund:
 

Ann L. Noble	Qual-Lynx
David S. Ruber	Qual-Lynx
Alice Lihou	Qual-Lynx
Joy DiPatri	Qual-Lynx
Janet Buggle	Qual-Lynx
John McSorley	Qual-Lynx

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 27, 2014.

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**CHAIR**

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**SECRETARY**

## PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

### 2014 CASH MANAGEMENT AND INVESTMENT POLICY

#### 1.) Cash Management and Investment Objectives

The Professional Municipal Management Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h.) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the FUND's economic surplus.

#### 2.) Permissible Investments

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- c.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located; or
- d.) Bonds or other obligations, having a maturity date not exceeding 397 days, approved by the Division of Investment of the Department of Treasury for investment by local units.
- e.) Debt obligations of federal agencies or government corporations with maturities not greater than five (5) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent the Division's own investment guidelines, and providing that the investment a fixed rate of interest not dependent on any index or external factors.
- f.) Repurchase agreements of fully collateralized securities, subject to rules and conditions establish by the N.J. Department of Community Affairs.

No investment or deposit shall have a maturity longer than five (5) years from date of purchase.

3.) **Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories are as follows:

TD Bank  
TD Bank Asset Management  
Wells Fargo Bank

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury. Transactions shall not be processed through brokerages which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan.



Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-15.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims imprest accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

**RESOLUTION NO. 14-4**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**APPOINTING DEFENSE ATTORNEYS**

**Whereas**, the Professional Municipal Management Joint Insurance Fund has been organized pursuant to *N.J.S.A. 40A:10-36 et seq.*, and

**Whereas**, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of *the Local Public Contracts Law*, and

**Whereas**, the Executive Committee of the Professional Municipal Management Joint Insurance Fund finds that it is necessary and appropriate to obtain certain professional services and, therefore, to appoint and designate defense attorneys so that the claims filed against the member municipalities of the Professional Municipal Management Joint Insurance Fund and for which the Professional Municipal Management Joint Insurance Fund is obligated to provide a defense may be properly defended, and

**Whereas**, the Professional Municipal Management Joint Insurance Fund is in the process of reviewing litigation management procedures and developing a litigation management policy,

**Now, THEREFORE, BE IT RESOLVED** by the Executive Committee of the Professional Municipal Management Joint Insurance Fund, assembled in a public session on January 27, 2014, that the following law firms and attorneys are hereby designated as approved defense attorneys for the Professional Municipal Management Joint Insurance Fund:

**Workers Compensation Claims:**

John Geaney - Capehart Scatchard

Michael Huber & William Freeman – Freeman, Barton, Huber & Sacks

**General Liability Claims:**

Betsy Ramos - Capehart Scatchard

John Gillespie – Parker McCay

Allen Zeller – Zeller & Wieliczko LLP

Michael Armstrong – Michael Armstrong & Associates

**Subrogation Litigation**

Douglas Heinhold – Raymond, Coleman, Heinhold & Norman

**Be It Further Resolved**, that assignment of specific claims for defense shall be made by the Fund Attorney for the Professional Municipal Management Joint Insurance Fund who shall supervise and coordinate the defense of matters in cooperation with the Claims Administrator and in accordance with the policies determined by the Professional Municipal Management Joint Insurance Fund, and

**Be It Further Resolved**, that the compensation for the services shall be in accordance with the amounts budgeted and authorized and approved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 27, 2014.

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**CHAIRMAN**

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**SECRETARY**

**Professional Municipal Management Joint Insurance Fund**

(hereinafter the "Fund")

**ESTABLISHING THE 2014 PLAN OF RISK MANAGEMENT**

**BE IT RESOLVED** by the Fund's governing body that the **2014** Plan of Risk Management shall be:

1.) **The perils or liability to be insured against.**

a.) The Fund insures the following perils or liability:

- **Workers' Compensation** including Employer's Liability, USL&H and Harbor Marine/Jones Act.
- **General Liability** including Police Professional Liability, Employee Benefits Liability, Quasi Municipal Organization Liability, Garage Keeper's Liability, Failure to Supply (water and electricity), Riot, Civil Commotion or Mob Action, Good Samaritan, Disinfecting Agents Release Hazard, and Skateboard Facility.
- **Automobile Liability** including PIP and uninsured/Underinsured Motorists Coverage.
- **Blanket Crime** including public employee dishonesty; forgery or alteration; theft, disappearance and destruction; robbery and safe burglary; and computer fraud with funds transfer. Excludes Statutory Positions.
- **Property** including Boiler and Machinery
- **Public Officials and Employment Practices Liability**
- **Volunteer Directors & Officers Liability**
- **Cyber Liability**
- **Optional Tenant Users Liability Insurance (TULIP) – Coverage includes general liability and liquor liability at the limit of liability as established by the TULIP program. The policy is written in the tenant/users name with the member entity as an additional insured. Coverage goes into effect upon the member entity subscription to the program and program setup for the member entity by the TULIP program administrator.**

b.) The following coverages are provided to the Fund's member local units by their membership in the Municipal Excess Liability Joint Insurance Fund (MEL).

- **Excess Workers' Compensation**
- **Excess General Liability**
- **Non-Owned Aircraft Liability**
- **Excess Auto Liability**
- **Optional Excess Public Officials & Employments Practices Liability**
- **Optional Excess Liability**
- **Excess Property including Boiler and Machinery**
- **Crime** including (1) **excess public employee coverage**, (2) **excess public officials coverage** where the Statutory Positions coverage is insured commercially for primary coverage and (3) coverage for **Statutory Positions** insured on a primary basis with MEL (where approved).
- c.) **Environmental Impairment Liability** Coverage is provided to the Fund's member local units by the Fund's membership in the New Jersey Municipal Environmental Risk Management Fund (i.e. E-JIF.)

2.) **The limits of coverage.**

- a.) **Workers' Compensation** limits.
  - The Fund covers \$300,000 CSL.
  - The MEL covers excess claims to the following limits.
    - Workers' Compensation - statutory
    - Employer's Liability - \$6,700,000 in excess of the Fund's \$300,000
    - USL&H – Included in workers Compensation
    - Harbor Marine/Jones Act - Included in employers liability
    - Incidental Foreign Workers Compensation - included
    - Communicable Disease Coverage - included
- b.) **General Liability** limits.
  - The Fund covers \$300,000 CSL.

- The MEL covers excess liability claims as follows:
  - General Liability - \$4,700,000 CSL excess the Fund's \$300,000. The \$3,250,000 excess \$1,750,000 layer is subject to a \$3,250,000 per member local unit annual aggregate limit.
  - Police Professional - included in the MEL's excess General Liability limits.
  - Employee Benefits Liability - included in the MEL's excess General Liability limits.
  - Good Samaritan Liability - included in the MEL's excess General Liability limits.
  - Quasi Municipal Organization Liability. (Non-profit organizations included by a member local unit in the town's insurance program.)
    - Emergency Service Units and Auxiliaries - included in the MEL's excess General Liability limits.
    - Other - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess \$1,750,000 layer is included in the MEL's excess General Liability \$3,250,000 excess \$1,750,000 per member local unit annual aggregate limit.
  - Garage Keeper's Liability - \$1,700,000 CSL excess of the Fund's \$300,000. The \$250,000 layer excess of \$1,750,000 is included in the MEL's excess General Liability \$3,250,000 excess \$1,750,000 per member local unit annual aggregate limit.
  - Failure to Supply Liability - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.
  - Riot, Civil Commotion or Mob Action - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.
  - Dams (Class III and IV – Low Hazard) - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of \$1,750,000 per member local unit annual aggregate limit.

- Dams (Class I and II – High Hazard) - \$700,000 CSL excess of the Fund's \$300,000.
- Subsidence Property Damage Liability- \$1,700,000 CSL excess of the Fund's \$300,000. The \$250,000 layer excess of \$1,750,000 layer is included in the MEL's General Liability and is subject to a \$2,000,000 “all members” annual aggregate limit excess of the \$1,750,000 each occurrence. There is no bodily injury liability sub-limit for subsidence.
- Sewer Back Up - \$1,700,000 CSL excess of the Fund's \$300,000. The \$250,000 layer excess of \$1,750,000 layer is included in the MEL's General Liability and is subject to a \$2,000,000 “all members” annual aggregate limit excess of the \$1,750,000 each occurrence. There is no bodily injury liability sub-limit for sewer back-up.
- Disinfecting Agents Release Hazard - \$700,000 CSL excess of the Fund's \$300,000.
- Skateboard Facilities - \$4,700,000 CSL excess of the Fund's \$300,000. The \$3,250,000 excess of the \$1,750,000 layer is included in the MEL's General Liability \$3,250,000 excess of the \$1,750,000 each occurrence. (Note: requires Fund approval). Skateboard liability coverage is subject to 20% member coinsurance of the first \$100,000.

c.) **Automobile Liability** limits.

- The Fund covers \$300,000 CSL for Bodily Injury Liability, Property Damage Liability and PIP.
- The Fund covers \$15,000/\$30,000/5,000 for underinsured/Uninsured Motorists Liability.
- The MEL covers Automobile Bodily Injury and Property Damage Liability claims excess of the Fund's \$300,000 CSL limit in the MEL's excess General Liability limit except that Automobile Liability claims which penetrate the excess of \$1,700,000 layer are not subject to the aggregate limitation.
- The JIF provides PIP limits of \$250,000.
- The MEL does not provide excess PIP or Uninsured/Underinsured Motorist Coverage.

d.) **Non-Owned Aircraft.** The MEL covers \$5,000,000 CSL for Bodily Injury and Property Damage Liability, and \$5,000 medical expense for each passenger.

e.) **Public Officials Liability. (POL)**

- The JIF, 100% commercially insured with XL Insurance, covers \$2,000,000 in the aggregate on a claims made basis per member municipality for each Fund year subject to a deductible and coinsurance as outlined below. There is a combined POL/EPL \$2,000,000 per member local unit annual aggregate.
- \$20,000 deductible per occurrence, except that a \$75,000 deductible per occurrence applies for member local units with unfavorable loss experience. This applies to members that reported 3 or more POL/EPL claims during the period of 2008 to 2012\* and incurred a loss ratio greater than 200%.

\*The calculation will be based on the most recent five years. Each year thereafter, claims reported during the year that just ended will be added and claims reported during the oldest year will be deleted.

- 20% coinsurance of the first \$250,000 of the loss

NOTE: Member local units that qualify based on certain criteria have options to purchase a lower deductible and coinsurance contribution.

f.) **Employment Practices Liability (EPL)**



- The JIF, 100% commercially insured with XL Insurance, covers \$2,000,000 in the aggregate on a claims made basis per member municipality for each Fund year subject to a deductible and coinsurance as outlined below. There is a combined POL/EPL \$2,000,000 per member local unit annual aggregate.
- For member local units with approved EPL Loss Control/Risk Management Programs:
  - \$20,000 deductible per occurrence, except that a \$75,000 deductible per occurrence applies for member local units with unfavorable loss experience. This applies to members that reported 3 or more POL/EPL claims during the period of 2008 to 2012\* and incurred a loss ratio greater than 200%.
 

\*The calculation will be based on the most recent five years. Each year thereafter, claims reported during the year that just ended will be added and claims reported during the oldest year will be deleted.
  - 20% coinsurance of the first \$250,000 of the loss
- For member local units without approved EPL Loss Control/Risk Management Programs:
  - \$100,000 deductible per occurrence, except that a \$150,000 deductible per occurrence applies for member local units with unfavorable loss experience. This applies to members that reported 3 or more POL/EPL claims during the period of 2008 to 2012\* and incurred a loss ratio greater than 200%.
 

\*The calculation will be based on the most recent five years. Each year thereafter, claims reported during the year that just ended will be added and claims reported during the oldest year will be deleted.
  - 20% coinsurance (no cap) 1<sup>st</sup> \$2 million (not imposed against optional limits).

NOTE: Member local units that qualify based on certain criteria have options to purchase a lower deductible and coinsurance contribution.

g.) **Optional Directors and Officers Liability (D & O) - Fire Companies and Emergency Service Units.**

- The JIF, 100% commercially insured with XL Insurance, provides optional \$1 million or \$2 million annual aggregate limits for Fire Companies or Emergency Service Units subject to optional deductibles of \$1,000, \$2,000 or a \$5,000 deductible.

h.) **Property** (effective 12:01 A.M. December 31, 2013) –

- The Fund covers \$50,000 per occurrence less applicable member deductibles

The MEL retains and provides excess property coverage at limits of \$200,000 excess \$50,000 per occurrence except for the following:

- Flood for locations wholly or partially within 100-year flood zone
- Boiler and Machinery
- Cyber Secure Coverage
- Named Storm

The MEL serves as the lead agency for the purchase of additional excess property at the following MEL statewide limits and sub-limits:

- Policy limit - \$125 million per occurrence for all coverage despite number of locations involved in an occurrence state-wide.
- Named Storm - \$125 million per occurrence (120 Hours)
- Earth Movement - \$50 million annual aggregate (168 hours)
- Flood - \$50 million (annual aggregate) except;
- Flood for locations wholly or partially within 100-year flood zone (SFHA) –
  - \$2.5 million per location building & contents
  - \$1 million all outdoor property
  - \$1 million for pumping stations
  - Definition of Flood includes Storm Surge
- Asbestos Cleanup - \$50,000
- Equipment Breakdown - \$125 million
  - Ammonia Contamination - \$5 million
  - Spoilage - \$5 million
- Time Element – included in the policy limit.
  - Time element sub-limits include:
    - Business Interruption – Included (12 Months)
    - Extra Expense - \$10 million
    - Tenant Relocation - \$750,000
    - Leasehold Interest - \$15 million
    - Tenant Prohibited Access- \$1 million (24 Hours)
    - Service Interruption - \$10 million
    - Loss of Rents - \$15 million
    - Delay in Completion -60 days
    - Extended Period of Liability – 365 days
- Valuable Paper and Records - \$10 million
- Accounts Receivable - \$10 million
- Increased Construction Cost - \$25 million
- Transit - \$1 million per occurrence

- Fine Arts - \$2.5 million
  - Land and Water Contamination Cleanup (limited) - \$250,000 (annual aggregate) Including removal & disposal
  - Decontamination Costs - \$250,000
  - Miscellaneous Unnamed Locations - \$10 million
  - New Construction & Additions - \$25 million
    - Including soft costs - \$5 million sub-limit
    - 30 Days Delay in Completion
  - Computer Systems Damage - \$1 million (24 Hours)
  - Newly Acquired Locations – \$25 million per occurrence
    - 90 Day Period
  - Ingress/Egress - \$5 million (within 1 mile-30 Day Period)
  - Debris Removal - \$25 million
  - Expediting Expense - \$10 million
  - Civil Authority - \$5 million (within 5 miles-30 Day Period)
  - Professional Fees including Architects/Engineering Fees - \$1,250,000
  - Errors & Omissions - \$10 million
  - Miscellaneous Personal Property - \$10 million
    - Includes Outdoor Property - \$10 million
  - Watercraft - \$1 million - 32' or less – ACV in not scheduled
  - Vehicles - \$15 million
  - Bridges and Dams \$10 million if scheduled. No flood coverage
  - Piers, Wharfs, Docks, Boardwalks, Bulkheads, Crossovers - \$10 million
  - Transmission and Distribution Lines - \$10 million (within a 1 mile of an insured Location)
  - Clogging/Blocking of pipes - \$1 million
  - Off Premises Storage Under Construction - \$250,000
  - Fire Department Service Charge - \$250,000
  - Deferred Payments - \$1 million
  - Land Improvements - \$10 million
  - Off Premises Services Interruption - \$10 million
  - **Excluding Utilities**
  - Protection & Preservation of Property-\$10 million(48 Hrs BI)
  - Research & Development - \$10 million (12 Hours)
  - Impounded Water - \$250,000 (30 days)
- Property Deductibles
    - The standard Member JIF retains and provides \$50,000 per occurrence less member local unit deductibles except for:
      - Flood for locations wholly or partially within 100-year flood zone
      - Boiler and Machinery
      - Cyber Secure Coverage
      - Named Storm

- The standard member local unit deductible is \$2,500 per occurrence except for:
  - Flood for locations wholly or partially within 100-year flood zone
  - Equipment Breakdown
  - Cyber Secure Coverage
- Equipment Breakdown coverage is subject to a member local unit \$5,000 deductible per occurrence.
- Flood loss and/or surface water for locations **with any part of the legal description within a SFHA** (wholly or partially within the 100-year flood zone) as defined by the Federal Emergency Management Agency is subject to separate deductibles of \$500,000 each building for municipal buildings, and \$500,000 each building for municipal contents and \$250,000 each building for housing authority buildings, and \$100,000 each building for housing authorities contents or the National Flood Insurance Plans (NFIP) maximum available limits for municipalities and housing authorities respectively, whichever is greater, regardless of whether National Flood Insurance Program coverage is purchased. Vehicles, mobile equipment, pistol ranges and pumping stations are subject to the standard member local unit deductible unless they are not at a Location then the deductible is \$250,000 per occurrence. “Pumping Stations” include “lift stations” and also include “wet wells” that are an integral part of the “pumping station”. The flood loss deductible outside of the SFHA (100-year flood zone) is the standard member local unit deductible.
- “Named Storm” as respects to covered property within (1) Atlantic, Monmouth, Ocean and Burlington Counties located east of the Garden State Parkway and (2) any covered property in Cape May County are subject to a property damage deductible of 1% of the value per the valuation clause in General Conditions of property insured as of the date of loss, for the “Location” where the direct physical damage loss or damage occurred, per occurrence. The “Named Storm” deductible for all other properties is the standard member local unit deductible. Named Storm is defined as any storm or weather disturbance that is named by the U.S. Oceanic and Atmospheric Administration (NOAA) or the U.S. National Weather Service or the National Hurricane Center of the Center or any comparable worldwide equivalent. Named Storm includes Storm Surge.

Location is defined as:

- As specified in the Schedule of Locations. If not then:

- A Location is a building(s) bounded on all sides by public streets, clear land space or open waterways, each not less than fifty feet wide;
  - A site tract of land occupied or available for occupancy with tangible property;
  - Or in the insured is a tenant.
- If two or more deductible amounts provided in this Policy apply to a single occurrence, the total to be deducted shall not exceed the largest deductible applicable unless provided in the Policy.
  - Piers, wharfs, docks, floating docks, boardwalks, **crossovers, bulkheads** and buildings/structures thereon are covered on a named peril basis, including windstorm, fire, lightning, vandalism, **malicious mischief**, hail, civil commotion, smoke, aircraft, **sprinkler leakage, sinkhole collapse, volcanic action, watercraft**, vehicles, explosion and riot. There is no coverage for the peril of flood on piers, wharfs, docks, floating docks, boardwalks and buildings/structures thereon.
  - Buildings constructed on pilings that are located wholly or partially within the Special Flood Zone Hazard (SFHA) designated zones V, VE, V1-30 are excluded except for the perils of windstorm, fire, vandalism, malicious mischief, hail, civil commotion, smoke, aircraft, watercraft, vehicles, explosion and riot.
  - The MEL does not provide primary flood coverage. The member local unit must purchase this coverage from the National Flood Insurance Program.
- i.) **Blanket Crime** - The JIF provides a limit of \$50,000 less the member entity deductible of \$2,500. Coverage includes Public Employee Dishonesty, Forgery and Alteration, Theft, Disappearance and Destruction, Robbery and Safe Burglary, Computer Fraud with Funds Transfer. The MEL provides it's member JIF's **excess public employees coverage** at limits of \$1,000,000 less the member JIF's retention of \$50,000 for Public Employee Dishonesty.
- j.) **Excess Public Officials Crime Coverage** - The MEL provides excess employee dishonesty for those employed positions which are required by law to be individually bonded and where they have not applied and have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000 less a member local units' deductible which is the higher of the following:
- 1) The amount said persons are required by Law to be individually bonded whether or not such individual Bond is in place, or
  - 2) The amount of the individual Bond in place.

**Each member local unit that has not applied for coverage under the MELJIF Statutory Position Bond is required to continue to purchase via the commercial market individual bonds providing primary coverage up to “at least the minimum limit required by law” for those employed positions required by law to be individually bonded.**

- k.) **Crime Statutory Position Coverage** - The MEL provides employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position less a member local units' deductible of \$2,500.
  
- l.) **Optional Excess Liability** - The MEL offers Optional Excess General Liability, including Police Professional Liability, Employee Benefits Liability, Quasi Municipal Organization Liability (Emergency Service Units and Auxiliaries only), and Automobile Liability (not including PIP or Underinsured/Uninsured Motorist Coverage) as follows:
  - o \$2 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).
  - o \$5 million CSL and per member local unit annual aggregate excess of \$5 million (auto liability not aggregated).
  - o \$5 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).
  - o \$10 million CSL and per member local unit annual aggregate excess of \$10 million (auto liability not aggregated).
  
- m.) **Optional Excess POL/EPL** – The MEL offers optional excess POL/EPL as follows:
  - o \$1 million CSL and per member local unit annual aggregate excess of \$2 million
  - o \$2 million CSL and per member local unit annual aggregate excess of \$2 million
  - o \$3 million CSL and per member local unit annual aggregate excess of \$2 million
  - o \$4 million CSL and per member local unit annual aggregate excess of \$2 million
  - o \$4 million CSL and per member local unit annual aggregate excess of \$6 million
  
- n.) **Environmental Impairment Liability** - The limits of liability as established in the E-JIF's Plan of Risk Management and coverage documents.

- o.) **Cyber Liability** – The JIF, 100% commercially insured with XL Insurance, provides Third Party coverage including Media Communication, Network Security Liability and Privacy Liability and First Party coverage including Extortion Threat, Crisis Management Expenses and Privacy Notification Costs. The JIF limits of liability are \$1,000,000 each/\$3,000,000 policy aggregate. The limits are JIF wide and shared amongst member local units of the JIF. There is a \$500,000 sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses. There is a \$10,000 policy deductible. There are options available at limits of \$3 million each/\$6 million policy aggregate at a \$10,000 deductible. There is a \$1,000,000 sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses. There is a \$10,000 policy deductible. There is also an option at limits of \$5 million each/\$8 million Aggregate and a \$25,000 deductible. There is a \$1,500,000 sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses.
- n.) **Optional Tenant Users Liability Insurance (TULIP)** – Optional coverage includes general liability and liquor liability at the limit of liability as established by the TULIP program. The policy is written in the tenant/users name with the member entity as an additional insured. Coverage goes into effect upon the member entity subscription to the program and program setup for the member entity by the TULIP program administrator.

**NOTICE: The above description is a general discussion of the coverage and limits provided by the FUND. However, the actual terms and conditions are defined in the policy documents and all issues shall be decided on the policy documents.**

3.) **The amount of risk to be retained by the Fund.**

- a.) Workers' Compensation (all coverages) - \$300,000 CSL
- b.) General Liability (all coverages) - \$300,000 CSL
- c.) Employment Practices Liability – none 100% commercially insured with XL Insurance.
- d.) Non-Owned Aircraft - none
- e.) Automobile Liability
- PD & BI - \$300,000 CSL
  - Underinsured/Uninsured - \$15,000/\$30,000 CSL
  - PIP - \$250,000 CSL

- f.) Public Officials Liability – none 100% commercially insured with XL Insurance.
  - g.) Optional Directors and Officials Liability – none 100% commercially insured with XL Insurance.
  - h.) Property - \$50,000 per occurrence less member deductibles.
  - i.) JIF Blanket Crime - \$50,000 less member deductible
  - j.) Optional Excess Liability – none provided by MEL
  - k.) Environmental Impairment Liability - none other than the risk of a E-JIF assessment.
  - l.) Residual Claims Liability - none other than the risk of a RCF assessment.
  - m.) MEL Crime Policy – none provided by MEL
  - n.) Optional Excess POL\EPL – none provided by MEL
  - o.) Cyber Liability – none 100% commercially insured with XL Insurance
  - p.) Tenant Users Liability Insurance - none
- 4.) **The amount of unpaid claims to be established.**
- a.) The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
  - b.) Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Executive Committee and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.
- 5.) **The method of assessing contributions to be paid by each member of the Fund.**
- a.) By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating municipality is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.



- b.) The calculation of pro rata shares is based on each municipality's experience modified manual premium for that line of coverage. The Fund's governing body also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the governing body. The total amount of each member's annual assessment is certified by majority vote of the Fund's governing body at least one (1) month prior to the beginning of the next fiscal year.
  - c.) The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
  - d.) If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
  - e.) The Fund's governing body may by majority vote levy upon the participating municipalities additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating municipalities by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
  - f.) Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Fund's governing body.
  - g.) Fund has also adopted a loss sensitive retrospective rating plan and has filed the endorsement with the Department of Banking and Insurance and the Department of Community Affairs.
- 6.) **Procedures governing loss adjustment and legal expenses.**
- a.) The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL Volunteer D&O and Cyber Liability insurance which is handled by Summit Risk Services representing XL Insurance. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers [i.e. General Re and Munich Re for excess liability, and Safety National for workers' compensation]. Every three years, the MEL's internal auditors also conduct an audit.

- b.) Each member local unit is provided with a claims reporting procedure and appropriate forms.
- c.) In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
- d.) To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in Title 59 matters. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

7.) **Coverage to be purchased from a commercial insurer, if any.**

The Fund does purchases commercial insurance for the POL/EPL, Volunteer D&O, and Cyber Liability coverage which is purchased from XL Insurance.

8.) **Reinsurance to be purchased.**

The Fund does not purchase reinsurance.

9.) **Procedures for the closure of Fund years, including the maintenance of all relevant accounting records.**

- a.) The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
- b.) Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
- c.) Each year, the Fund's governing body will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
- d.) A member may apply to the Fund's governing body for a return of that member's remaining share of the closed Fund year account when five (5) years have passed since the last Fund year in which the member participated has been closed. The

Fund's governing body will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.

- e.) All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
  - f.) The Fund will retain all records in accordance with the Fund's record retention program.
- 10.) **Assumptions and Methodology used for the calculation of appropriate reserves requirements to be established and administered in accordance with sound actuarial principles.**
- a.) The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
  - b.) The following is an overview of the two actuarial methods used to project the ultimate losses.
    - o Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.
    - o Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.
- 11.) **The maximum amount a certifying and approving officer may approve pursuant to N.J.A.C. 11:15-2.22.**
- \$10,000
  - With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.

- \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

**ADOPTED:** *this 27<sup>th</sup> day of January, 2014 by the Governing Body:*

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**PROFESSIONAL MUNICIPAL MANAGEMENT FUND**  
**FINANCIAL FAST TRACK REPORT**  
**AS OF OCTOBER 31, 2013**

**ALL YEARS COMBINED**

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1. UNDERWRITING INCOME	297,641	2,976,406	58,440,618	61,417,025
2. CLAIM EXPENSES				
Paid Claims	123,944	1,487,427	27,950,628	29,484,958
Case Reserves	(9,520)	89,426	1,754,898	1,791,196
IBNR	78,965	348,303	904,460	1,205,977
Recoveries	(3,812)	(40,411)	(176,305)	(163,705)
<b>Total Claims</b>	<b>189,578</b>	<b>1,884,745</b>	<b>30,433,681</b>	<b>32,318,426</b>
3. EXPENSES				
Excess Premiums	97,166	971,656	14,918,486	15,890,141
Administrative	37,243	382,655	8,066,737	8,449,392
<b>Total Expenses</b>	<b>134,409</b>	<b>1,354,311</b>	<b>22,985,223</b>	<b>24,339,534</b>
4. UNDERWRITING PROFIT (1-2-3)	(26,346)	(262,650)	5,021,715	4,759,065
5. INVESTMENT INCOME	(265)	2,952	4,803,270	4,806,222
6. DIVIDEND INCOME	-	-	1,467,545	1,467,545
7. STATUTORY PROFIT (4+5+6)	(26,611)	(259,697)	11,292,529	11,032,832
8. DIVIDEND	-	28,774	10,666,750	10,695,524
9. STATUTORY SURPLUS (7-8)	(26,611)	(288,472)	625,779	337,308

**SURPLUS (DEFICITS) BY FUND YEAR**

	Closed	2010	2011	2012	2013	TOTAL
	(30)	5,049	(26,887)	(74)	(4,670)	(26,611)
	24,584	8,231	(274,150)	10,047	(57,183)	(288,472)
	97,249	17,870	(24,420)	535,080	-	625,779
	121,833	26,101	(298,571)	545,127	(57,183)	337,307

**CLAIM ANALYSIS BY FUND YEAR**

CLOSED FUND YEAR					
<b>Total Claims</b>		-	(53,000)	25,328,141	25,275,141
<b>FUND YEAR 2010</b>					
Paid Claims		7,142	233,532	1,298,868	1,532,400
Case Reserves		(7,713)	(200,050)	492,865	292,816
IBNR		(4,500)	(39,719)	86,851	47,132
Recoveries		-	(1,685)	(65,721)	(67,406)
<b>Total Claims</b>		<b>(5,071)</b>	<b>(7,922)</b>	<b>1,812,863</b>	<b>1,804,942</b>
<b>FUND YEAR 2011</b>					
Paid Claims		54,072	329,482	1,230,565	1,560,047
Case Reserves		(17,797)	48,918	514,286	563,203
IBNR		(9,426)	(102,192)	210,451	108,259
Recoveries		-	(1,536)	(29,624)	(31,160)
<b>Total Claims</b>		<b>26,849</b>	<b>274,672</b>	<b>1,925,677</b>	<b>2,200,350</b>
<b>FUND YEAR 2012</b>					
Paid Claims		2,966	240,680	373,546	614,226
Case Reserves		38,687	12,601	446,276	458,878
IBNR		(38,161)	(254,001)	575,126	321,125
Recoveries		(3,493)	(6,279)	(27,950)	(34,229)
<b>Total Claims</b>		<b>(0)</b>	<b>(6,999)</b>	<b>1,366,999</b>	<b>1,360,000</b>
<b>FUND YEAR 2013</b>					
Paid Claims		59,764	503,144	-	503,144
Case Reserves		(22,697)	476,300	-	476,300
IBNR		131,052	729,461	-	729,461
Recoveries		(319)	(30,911)	-	(30,911)
<b>Total Claims</b>		<b>167,800</b>	<b>1,677,994</b>	<b>-</b>	<b>1,677,994</b>
<b>COMBINED TOTAL CLAIMS</b>		<b>189,578</b>	<b>1,884,745</b>	<b>30,433,681</b>	<b>32,318,426</b>

**PROFESSIONAL MUNICIPAL MANAGEMENT FUND**  
**FINANCIAL FAST TRACK REPORT**  
**AS OF NOVEMBER 30, 2013**

**ALL YEARS COMBINED**

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1. UNDERWRITING INCOME	297,641	3,274,047	58,440,618	61,714,666
2. CLAIM EXPENSES				
Paid Claims	118,223	1,605,649	27,950,628	29,603,181
Case Reserves	(91,378)	(1,952)	1,754,898	1,699,818
IBNR	89,966	438,269	904,460	1,295,943
Recoveries	(3,075)	(43,486)	(176,305)	(166,780)
<b>Total Claims</b>	<b>113,735</b>	<b>1,998,480</b>	<b>30,433,681</b>	<b>32,432,161</b>
3. EXPENSES				
Excess Premiums	97,166	1,068,821	14,918,486	15,987,307
Administrative	37,977	420,633	8,066,737	8,487,370
<b>Total Expenses</b>	<b>135,143</b>	<b>1,489,454</b>	<b>22,985,223</b>	<b>24,474,677</b>
4. UNDERWRITING PROFIT (1-2-3)	48,762	(213,887)	5,021,715	4,807,828
5. INVESTMENT INCOME	812	3,764	4,803,270	4,807,034
6. DIVIDEND INCOME	20,718	20,718	1,467,545	1,488,263
7. STATUTORY PROFIT (4+5+6)	70,292	(189,405)	11,292,529	11,103,124
8. DIVIDEND	95,718	124,492	10,666,750	10,791,242
9. STATUTORY SURPLUS (7-8)	(25,426)	(313,898)	625,779	311,882

**SURPLUS (DEFICITS) BY FUND YEAR**

	THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
Closed	(74,906)	(50,323)	97,249	46,926
2010	3,886	12,117	17,870	29,987
2011	50,355	(223,796)	(24,420)	(248,216)
2012	234	10,281	535,080	545,362
2013	(4,994)	(62,178)		(62,178)
<b>TOTAL</b>	<b>(25,426)</b>	<b>(313,898)</b>	<b>625,779</b>	<b>311,881</b>

**CLAIM ANALYSIS BY FUND YEAR**

<b>CLOSED FUND YEAR</b>				
<b>Total Claims</b>	-	(53,000)	25,328,141	25,275,141
<b>FUND YEAR 2010</b>				
Paid Claims	2,815	236,348	1,298,868	1,535,216
Case Reserves	(2,615)	(202,665)	492,865	290,200
IBNR	(4,017)	(43,736)	86,851	43,115
Recoveries	-	(1,685)	(65,721)	(67,406)
<b>Total Claims</b>	<b>(3,817)</b>	<b>(11,738)</b>	<b>1,812,863</b>	<b>1,801,125</b>
<b>FUND YEAR 2011</b>				
Paid Claims	60,821	390,303	1,230,565	1,620,868
Case Reserves	(101,755)	(52,837)	514,286	461,448
IBNR	(8,938)	(111,130)	210,451	99,322
Recoveries	(375)	(1,911)	(29,624)	(31,535)
<b>Total Claims</b>	<b>(50,247)</b>	<b>224,425</b>	<b>1,925,677</b>	<b>2,150,103</b>
<b>FUND YEAR 2012</b>				
Paid Claims	9,177	249,857	373,546	623,403
Case Reserves	(13,546)	(945)	446,276	445,332
IBNR	4,369	(249,631)	575,126	325,495
Recoveries	-	(6,279)	(27,950)	(34,229)
<b>Total Claims</b>	<b>1</b>	<b>(6,999)</b>	<b>1,366,999</b>	<b>1,360,000</b>
<b>FUND YEAR 2013</b>				
Paid Claims	45,409	548,554		548,554
Case Reserves	26,538	502,837		502,837
IBNR	98,551	828,012		828,012
Recoveries	(2,700)	(33,611)		(33,611)
<b>Total Claims</b>	<b>167,798</b>	<b>1,845,792</b>		<b>1,845,792</b>
<b>COMBINED TOTAL CLAIMS</b>	<b>113,735</b>	<b>1,998,480</b>	<b>30,433,681</b>	<b>32,432,161</b>

<b>PROFESSIONAL MUNICIPAL MGMT JIF</b>									
<b>Fixed Income Portfolio Summary and Rate Comparison</b>									
					For Month End	<b>10/31/2013</b>			
					<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>Last Month</b>	<b>This Month</b>
<b>PROFESSIONAL MUNICIPAL MGMT JIF</b>									
Total Cash Balance (millions)					3.78	3.17	3.29	4.24	4.08
Fixed Income Portfolio TD									
Investments (millions), Book Value					2.00	2.00	1.50	1.50	1.50
Avg maturity (years)					2.22	1.90	1.84	1.09	1.01
Unrealized gain/(loss) (%)					0.81	0.20	0.08	0.08	0.10
Purchase yield (%)					1.70	1.60	0.20	0.20	0.20
Realized gain/(loss) (%)					0.00	0.00	0.00	0.00	0.00
Total Book Yield					2.51	1.80	0.28	0.28	0.30
<b>M E L PORTFOLIO</b>									
Total Cash Balance (millions)					76.05	80.73	73.43	79.12	72.42
Fixed Income Portfolio Wells Fargo 2013									
Investments (millions), Book Value					57.16	70.17	56.97	47.10	47.10
Avg maturity (years) ***					3.29	3.35	2.61	2.20	2.20
Unrealized gain/(loss) (%)					-0.52	0.63	0.63	-0.09	0.05
Purchase yield (%)					1.50	1.30	0.80	0.73	0.66
Realized gain/(loss) (%)					0.00	0.00	0.00	0.00	0.00
Total Book Yield					0.98	1.93	1.43	0.64	0.71
<b>COMPARATIVE RATES (%)</b>									
Cash & Cash Equivalents									
NJ Cash Mgmt Fund *					0.26	0.11	0.06	0.05	0.06
TD Money Market					0.05	0.03	0.05	0.01	0.01
TD Bank Deposits					0.49	0.23	Unavailable **	Unavailable **	0.00
Treasury Issues									
1 year bills					0.32	0.18	0.17	0.12	0.12
3 year notes					1.11	0.75	0.38	0.78	0.63
5 year notes					1.93	1.52	0.76	1.60	1.37
Merrill Lynch US Govt 1-3 years ^					2.34	1.55	0.51	2.69	1.32

**PROFESSIONAL MUNICIPAL MGMT JIF**  
**Fixed Income Portfolio Summary and Rate Comparison**

	For Month End			11/30/2013	
	2010	2011	2012	Last Month	This Month
<b>PROFESSIONAL MUNICIPAL MGMT JIF</b>					
Total Cash Balance (millions)	3.78	3.17	3.29	4.08	3.85
Fixed Income Portfolio TD					
Investments (millions), Book Value	2.00	2.00	1.50	1.50	0.00
Avg maturity (years)	2.22	1.90	1.84	1.01	0.00
Unrealized gain/(loss) (%)	0.81	0.20	0.08	0.10	#DIV/0!
Purchase yield (%)	1.70	1.60	0.20	0.20	0.00
Realized gain/(loss) (%)	0.00	0.00	0.00	0.00	#DIV/0!
Total Book Yield	2.51	1.80	0.28	0.30	#DIV/0!
<b>M E L PORTFOLIO</b>					
Total Cash Balance (millions)	76.05	80.73	73.43	72.42	58.79
Fixed Income Portfolio Wells Fargo 2013					
Investments (millions), Book Value	57.16	70.17	56.97	47.10	49.12
Avg maturity (years) ***	3.29	3.35	2.61	2.20	2.09
Unrealized gain/(loss) (%)	-0.52	0.63	0.63	0.05	0.09
Purchase yield (%)	1.50	1.30	0.80	0.66	0.66
Realized gain/(loss) (%)	0.00	0.00	0.00	0.00	0.00
Total Book Yield	0.98	1.93	1.43	0.71	0.75
<b>COMPARATIVE RATES (%)</b>					
Cash & Cash Equivalents					
NJ Cash Mgmt Fund *	0.26	0.11	0.06	0.06	0.06
TD Money Market	0.05	0.03	0.05	0.01	0.01
TD Bank Deposits	0.49	0.23	Unavailable **	0.00	0.00
Treasury Issues					
1 year bills	0.32	0.18	0.17	0.12	0.12
3 year notes	1.11	0.75	0.38	0.63	0.58
5 year notes	1.93	1.52	0.76	1.37	1.37
Merrill Lynch US Govt 1-3 years ^	2.34	1.55	0.51	1.32	1.12



**Professional Municipal Mgmt Joint Insurance Fund**

**CLAIMS MANAGEMENT REPORT**

**EXPECTED LOSS RATIO ANALYSIS**

AS OF **November 30, 2013**

**FUND YEAR 2009 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	59	MONTH	58	MONTH	47	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-13		31-Oct-13		29-Nov-12	
PROPERTY	138,000	122,532	88.79%	100.00%	88.79%	100.00%	88.79%	100.00%
GEN LIABILITY	294,203	622,205	211.49%	97.06%	211.49%	97.02%	236.27%	95.40%
AUTO LIABILITY	78,981	52,455	66.42%	95.94%	66.42%	95.69%	66.42%	92.21%
WORKER'S COMP	1,163,000	917,805	78.92%	99.86%	78.92%	99.83%	78.36%	99.34%
<b>TOTAL ALL LINES</b>	<b>1,674,184</b>	<b>1,714,997</b>	<b>102.44%</b>	<b>99.19%</b>	<b>102.44%</b>	<b>99.16%</b>	<b>106.40%</b>	<b>98.37%</b>
<b>NET PAYOUT %</b>	<b>\$1,704,919</b>		<b>101.84%</b>					

**FUND YEAR 2010 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	47	MONTH	46	MONTH	35	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-13		31-Oct-13		29-Nov-12	
PROPERTY	103,335	138,810	134.33%	100.00%	134.33%	100.00%	137.59%	100.00%
GEN LIABILITY	327,043	367,405	112.34%	95.40%	112.34%	95.07%	93.05%	89.48%
AUTO LIABILITY	114,465	11,203	9.79%	92.21%	9.79%	91.84%	9.79%	86.58%
WORKER'S COMP	1,235,210	1,240,592	100.44%	99.34%	100.42%	99.28%	102.11%	97.90%
<b>TOTAL ALL LINES</b>	<b>1,780,053</b>	<b>1,758,010</b>	<b>98.76%</b>	<b>98.20%</b>	<b>98.75%</b>	<b>98.07%</b>	<b>96.57%</b>	<b>95.75%</b>
<b>NET PAYOUT %</b>	<b>\$1,467,810</b>		<b>82.46%</b>					

**FUND YEAR 2011 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	35	MONTH	34	MONTH	23	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-13		31-Oct-13		29-Nov-12	
PROPERTY	113,000	365,677	323.61%	100.00%	323.61%	100.00%	323.61%	99.33%
GEN LIABILITY	389,824	318,450	81.69%	89.48%	91.95%	88.77%	53.07%	78.18%
AUTO LIABILITY	114,480	27,824	24.30%	86.58%	24.30%	85.94%	19.97%	75.06%
WORKER'S COMP	1,236,000	1,338,831	108.32%	97.90%	108.43%	97.68%	88.45%	92.71%
<b>TOTAL ALL LINES</b>	<b>1,853,305</b>	<b>2,050,781</b>	<b>110.66%</b>	<b>95.56%</b>	<b>112.88%</b>	<b>95.23%</b>	<b>91.12%</b>	<b>88.97%</b>
<b>NET PAYOUT %</b>	<b>\$1,589,333</b>		<b>85.76%</b>					

**FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	23	MONTH	22	MONTH	11	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-13		31-Oct-13		29-Nov-12	
PROPERTY	128,985	165,980	128.68%	99.33%	130.16%	98.69%	169.51%	86.00%
GEN LIABILITY	430,777	253,724	58.90%	78.18%	59.15%	76.91%	23.19%	49.00%
AUTO LIABILITY	100,941	9,647	9.56%	75.06%	9.56%	73.57%	17.93%	45.00%
WORKER'S COMP	1,214,370	605,155	49.83%	92.71%	49.94%	91.80%	37.00%	52.00%
<b>TOTAL ALL LINES</b>	<b>1,875,073</b>	<b>1,034,506</b>	<b>55.17%</b>	<b>88.88%</b>	<b>55.40%</b>	<b>87.87%</b>	<b>41.92%</b>	<b>53.27%</b>
<b>NET PAYOUT %</b>	<b>\$589,174</b>		<b>31.42%</b>					

**FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	11	MONTH	10	MONTH	-1	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-13		31-Oct-13		29-Nov-12	
PROPERTY	143,096	141,262	98.72%	86.00%	96.28%	76.00%	N/A	N/A
GEN LIABILITY	471,295	133,195	28.26%	49.00%	24.52%	42.00%	N/A	N/A
AUTO LIABILITY	89,158	17,517	19.65%	45.00%	20.02%	40.00%	N/A	N/A
WORKER'S COMP	1,209,207	725,806	60.02%	52.00%	56.02%	42.00%	N/A	N/A
<b>TOTAL ALL LINES</b>	<b>1,912,756</b>	<b>1,017,780</b>	<b>53.21%</b>	<b>53.48%</b>	<b>49.59%</b>	<b>44.45%</b>	<b>N/A</b>	<b>N/A</b>
<b>NET PAYOUT %</b>	<b>\$514,943</b>		<b>26.92%</b>					

**Professional Municipal Mgmt Joint Insurance Fund**  
**CLAIMS MANAGEMENT REPORT**  
**EXPECTED LOSS RATIO ANALYSIS**

AS OF **December 31, 2013**

**FUND YEAR 2009 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	60	MONTH	59	MONTH	48	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-13		30-Nov-13		30-Dec-12	
PROPERTY	138,000	122,532	88.79%	100.00%	88.79%	100.00%	88.79%	100.00%
GEN LIABILITY	294,203	622,205	211.49%	97.10%	211.49%	97.06%	236.27%	95.70%
AUTO LIABILITY	78,981	52,455	66.42%	96.17%	66.42%	95.94%	66.42%	92.58%
WORKER'S COMP	1,163,000	904,916	77.81%	99.88%	78.92%	99.86%	77.89%	99.40%
<b>TOTAL ALL LINES</b>	<b>1,674,184</b>	<b>1,702,108</b>	<b>101.67%</b>	<b>99.23%</b>	<b>102.44%</b>	<b>99.19%</b>	<b>106.08%</b>	<b>98.48%</b>
<b>NET PAYOUT %</b>	<b>\$1,692,030</b>		<b>101.07%</b>					

**FUND YEAR 2010 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	48	MONTH	47	MONTH	36	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-13		30-Nov-13		30-Dec-12	
PROPERTY	103,335	138,810	134.33%	100.00%	134.33%	100.00%	137.09%	100.00%
GEN LIABILITY	327,043	367,405	112.34%	95.70%	112.34%	95.40%	95.34%	90.15%
AUTO LIABILITY	114,465	11,203	9.79%	92.58%	9.79%	92.21%	9.79%	87.18%
WORKER'S COMP	1,235,210	1,240,592	100.44%	99.40%	100.44%	99.34%	102.11%	98.10%
<b>TOTAL ALL LINES</b>	<b>1,780,053</b>	<b>1,758,010</b>	<b>98.76%</b>	<b>98.32%</b>	<b>98.76%</b>	<b>98.20%</b>	<b>96.96%</b>	<b>96.05%</b>
<b>NET PAYOUT %</b>	<b>\$1,477,341</b>		<b>82.99%</b>					

**FUND YEAR 2011 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	36	MONTH	35	MONTH	24	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-13		30-Nov-13		30-Dec-12	
PROPERTY	113,000	365,677	323.61%	100.00%	323.61%	100.00%	323.61%	100.00%
GEN LIABILITY	389,824	318,490	81.70%	90.15%	81.69%	89.48%	53.07%	79.39%
AUTO LIABILITY	114,480	27,824	24.30%	87.18%	24.30%	86.58%	43.45%	76.44%
WORKER'S COMP	1,236,000	1,325,672	107.26%	98.10%	108.32%	97.90%	88.43%	93.51%
<b>TOTAL ALL LINES</b>	<b>1,853,305</b>	<b>2,037,664</b>	<b>109.95%</b>	<b>95.87%</b>	<b>110.66%</b>	<b>95.56%</b>	<b>92.55%</b>	<b>89.88%</b>
<b>NET PAYOUT %</b>	<b>\$1,591,246</b>		<b>85.86%</b>					

**FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	24	MONTH	23	MONTH	12	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-13		30-Nov-13		30-Dec-12	
PROPERTY	128,985	165,980	128.68%	100.00%	128.68%	99.33%	160.96%	95.24%
GEN LIABILITY	430,777	259,512	60.24%	79.39%	58.90%	78.18%	24.21%	60.18%
AUTO LIABILITY	100,941	9,647	9.56%	76.44%	9.56%	75.06%	15.95%	51.17%
WORKER'S COMP	1,214,370	605,246	49.84%	93.51%	49.83%	92.71%	38.20%	64.07%
<b>TOTAL ALL LINES</b>	<b>1,875,073</b>	<b>1,040,384</b>	<b>55.48%</b>	<b>89.79%</b>	<b>55.17%</b>	<b>88.88%</b>	<b>42.23%</b>	<b>64.63%</b>
<b>NET PAYOUT %</b>	<b>\$594,608</b>		<b>31.71%</b>					

**FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	12	MONTH	11	MONTH	0	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-13		30-Nov-13		30-Dec-12	
PROPERTY	143,096	133,315	93.16%	95.24%	98.72%	86.00%	N/A	N/A
GEN LIABILITY	471,295	137,220	29.12%	60.18%	28.26%	49.00%	N/A	N/A
AUTO LIABILITY	89,158	18,732	21.01%	51.17%	19.65%	45.00%	N/A	N/A
WORKER'S COMP	1,209,207	736,507	60.91%	64.07%	60.02%	52.00%	N/A	N/A
<b>TOTAL ALL LINES</b>	<b>1,912,756</b>	<b>1,025,774</b>	<b>53.63%</b>	<b>64.84%</b>	<b>53.21%</b>	<b>53.48%</b>	<b>N/A</b>	<b>N/A</b>
<b>NET PAYOUT %</b>	<b>\$549,689</b>		<b>28.74%</b>					

Professional Municipal Mgmt Joint Insurance Fund						
CLAIM ACTIVITY REPORT						
	AS OF	November 30, 2013				
<b>COVERAGE LINE - PROPERTY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2009	2010	2011	2012	2013	TOTAL
October-13	1	1	1	2	6	11
November-13	1	1	1	2	4	9
NET CHGE	0	0	0	0	-2	-2
Limited Reserves						\$1,505
Year	2009	2010	2011	2012	2013	TOTAL
October-13	\$0	\$0	\$0	\$1,907	\$16,072	\$17,980
November-13	\$0	\$0	\$0	\$0	\$13,541	\$13,541
NET CHGE	\$0	\$0	\$0	(\$1,907)	(\$2,531)	(\$4,438)
Ltd Incurred	\$122,532	\$138,810	\$365,677	\$165,980	\$141,262	\$934,260
<b>COVERAGE LINE - GENERAL LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2009	2010	2011	2012	2013	TOTAL
October-13	0	5	9	11	34	59
November-13	0	5	8	10	41	64
NET CHGE	0	0	-1	-1	7	5
Limited Reserves						\$9,292
Year	2009	2010	2011	2012	2013	TOTAL
October-13	\$0	\$93,401	\$226,618	\$209,298	\$110,451	\$639,768
November-13	\$0	\$92,968	\$165,640	\$208,060	\$128,048	\$594,716
NET CHGE	\$0	(\$433)	(\$60,978)	(\$1,238)	\$17,597	(\$45,052)
Ltd Incurred	\$622,205	\$367,405	\$318,450	\$253,724	\$133,195	\$1,694,979
<b>COVERAGE LINE - AUTO LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2009	2010	2011	2012	2013	TOTAL
October-13	0	0	0	0	4	4
November-13	0	0	0	0	5	5
NET CHGE	0	0	0	0	1	1
Limited Reserves						\$1,029
Year	2009	2010	2011	2012	2013	TOTAL
October-13	\$0	\$0	\$0	\$0	\$5,908	\$5,908
November-13	\$0	\$0	\$0	\$0	\$5,143	\$5,143
NET CHGE	\$0	\$0	\$0	\$0	(\$765)	(\$765)
Ltd Incurred	\$52,455	\$11,203	\$27,824	\$9,647	\$17,517	\$118,646
<b>COVERAGE LINE - WORKERS COMP.</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2009	2010	2011	2012	2013	TOTAL
October-13	4	6	15	23	57	105
November-13	4	6	15	23	61	109
NET CHGE	0	0	0	0	4	4
Limited Reserves						\$10,060
Year	2009	2010	2011	2012	2013	TOTAL
October-13	\$10,777	\$199,414	\$336,585	\$247,672	\$343,869	\$1,138,317
November-13	\$10,078	\$197,232	\$295,809	\$237,272	\$356,105	\$1,096,496
NET CHGE	(\$699)	(\$2,182)	(\$40,776)	(\$10,400)	\$12,237	(\$41,822)
Ltd Incurred	\$917,805	\$1,240,592	\$1,338,831	\$605,155	\$725,806	\$4,828,190
<b>TOTAL ALL LINES COMBINED</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2009	2010	2011	2012	2013	TOTAL
October-13	5	12	25	36	101	179
November-13	5	12	24	35	111	187
NET CHGE	0	0	-1	-1	10	8
Limited Reserves						\$9,144
Year	2009	2010	2011	2012	2013	TOTAL
October-13	\$10,777	\$292,816	\$563,203	\$458,878	\$476,300	\$1,801,973
November-13	\$10,078	\$290,200	\$461,448	\$445,332	\$502,837	\$1,709,896
NET CHGE	(\$699)	(\$2,615)	(\$101,755)	(\$13,546)	\$26,538	(\$92,077)
Ltd Incurred	\$1,714,997	\$1,758,010	\$2,050,781	\$1,034,506	\$1,017,780	\$7,576,075

**Professional Municipal Mgmt Joint Insurance Fund  
CLAIM ACTIVITY REPORT**

	AS OF	December 31, 2013					
<b>COVERAGE LINE - PROPERTY</b>							
<b>CLAIM COUNT - OPEN CLAIMS</b>							
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	1	1	1	2	4	9	
December-13	1	1	1	2	2	7	
<b>NET CHGE</b>	0	0	0	0	-2	-2	
Limited Reserves						<b>\$698</b>	
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	\$0	\$0	\$0	\$0	\$13,541	\$13,541	
December-13	\$0	\$0	\$0	\$0	\$4,888	\$4,888	
<b>NET CHGE</b>	\$0	\$0	\$0	\$0	(\$8,653)	(\$8,653)	
<b>Ltd Incurred</b>	\$122,532	\$138,810	\$365,677	\$165,980	\$133,315	\$926,313	
<b>COVERAGE LINE - GENERAL LIABILITY</b>							
<b>CLAIM COUNT - OPEN CLAIMS</b>							
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	0	5	8	10	41	64	
December-13	0	5	7	10	36	58	
<b>NET CHGE</b>	0	0	-1	0	-5	-6	
Limited Reserves						<b>\$10,106</b>	
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	\$0	\$92,968	\$165,640	\$208,060	\$128,048	\$594,716	
December-13	\$0	\$86,037	\$161,719	\$213,287	\$125,116	\$586,159	
<b>NET CHGE</b>	\$0	(\$6,931)	(\$3,921)	\$5,227	(\$2,932)	(\$8,557)	
<b>Ltd Incurred</b>	\$622,205	\$367,405	\$318,490	\$259,512	\$137,220	\$1,704,833	
<b>COVERAGE LINE - AUTO LIABILITY</b>							
<b>CLAIM COUNT - OPEN CLAIMS</b>							
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	0	0	0	0	5	5	
December-13	0	0	0	0	6	6	
<b>NET CHGE</b>	0	0	0	0	1	1	
Limited Reserves						<b>\$1,060</b>	
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	\$0	\$0	\$0	\$0	\$5,143	\$5,143	
December-13	\$0	\$0	\$0	\$0	\$6,358	\$6,358	
<b>NET CHGE</b>	\$0	\$0	\$0	\$0	\$1,215	\$1,215	
<b>Ltd Incurred</b>	\$52,455	\$11,203	\$27,824	\$9,647	\$18,732	\$119,861	
<b>COVERAGE LINE - WORKERS COMP.</b>							
<b>CLAIM COUNT - OPEN CLAIMS</b>							
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	4	6	15	23	61	109	
December-13	4	6	16	23	61	110	
<b>NET CHGE</b>	0	0	1	0	0	1	
Limited Reserves						<b>\$9,651</b>	
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	\$10,078	\$197,232	\$295,809	\$237,272	\$356,105	\$1,096,496	
December-13	\$10,078	\$194,632	\$284,699	\$232,489	\$339,723	\$1,061,621	
<b>NET CHGE</b>	\$0	(\$2,600)	(\$11,110)	(\$4,783)	(\$16,382)	(\$34,875)	
<b>Ltd Incurred</b>	\$904,916	\$1,240,592	\$1,325,672	\$605,246	\$736,507	\$4,812,933	
<b>TOTAL ALL LINES COMBINED</b>							
<b>CLAIM COUNT - OPEN CLAIMS</b>							
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	5	12	24	35	111	187	
December-13	5	12	24	35	105	181	
<b>NET CHGE</b>	0	0	0	0	-6	-6	
Limited Reserves						<b>\$9,166</b>	
<b>Year</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>TOTAL</b>	
November-13	\$10,078	\$290,200	\$461,448	\$445,332	\$502,837	\$1,709,896	
December-13	\$10,078	\$280,669	\$446,418	\$445,776	\$476,085	\$1,659,026	
<b>NET CHGE</b>	\$0	(\$9,531)	(\$15,031)	\$444	(\$26,752)	(\$50,870)	
<b>Ltd Incurred</b>	\$1,702,108	\$1,758,010	\$2,037,664	\$1,040,384	\$1,025,774	\$7,563,939	

**2013 LOST TIME ACCIDENT FREQUENCY ALL JIFs**

<b>November 30, 2013</b>				
	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>TOTAL</b>
	<b>LOST TIME</b>	<b>LOST TIME</b>	<b>LOST TIME</b>	<b>RATE *</b>
<b>FUND</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>2013 - 2011</b>
BURLINGTON	1.32	1.88	2.16	1.79
MORRIS	1.33	1.66	2.00	1.68
N.J.U.A.	1.39	1.90	1.98	1.77
MONMOUTH	1.45	1.86	1.99	1.78
BERGEN	1.58	1.99	2.49	2.03
CAMDEN	1.62	2.86	3.42	2.68
SUBURBAN MUNICIPAL	1.64	1.74	2.57	2.01
TRI-COUNTY	1.71	2.14	2.38	2.10
NJ PUBLIC HOUSING	1.86	2.52	2.36	2.27
CENTRAL	2.02	2.55	3.00	2.52
SUBURBAN ESSEX	2.09	2.28	2.30	2.23
SOUTH BERGEN	2.19	2.47	3.00	2.57
ATLANTIC	2.27	2.62	2.65	2.52
OCEAN	2.34	2.87	2.71	2.65
PROF MUN MGMT	2.78	1.71	2.84	2.43
<b>AVERAGE</b>	<b>1.84</b>	<b>2.20</b>	<b>2.52</b>	<b>2.20</b>

**2013 LOST TIME ACCIDENT FREQUENCY ALL JIFs**

<b>December 31, 2013</b>				
	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>TOTAL</b>
	<b>LOST TIME</b>	<b>LOST TIME</b>	<b>LOST TIME</b>	<b>RATE *</b>
<b>FUND</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>FREQUENCY</b>	<b>2013 - 2011</b>
MORRIS	1.37	1.66	2.00	1.68
BURLINGTON	1.40	1.88	2.16	1.80
N.J.U.A.	1.52	1.86	2.08	1.82
MONMOUTH	1.54	1.91	1.97	1.81
BERGEN	1.66	1.99	2.49	2.05
TRI-COUNTY	1.67	2.14	2.38	2.08
SUBURBAN MUNICIPAL	1.68	1.74	2.57	2.01
CAMDEN	1.70	2.86	3.42	2.67
NJ PUBLIC HOUSING	1.80	2.52	2.36	2.24
CENTRAL	1.98	2.55	3.00	2.49
SUBURBAN ESSEX	2.17	2.28	2.30	2.25
ATLANTIC	2.32	2.63	2.65	2.54
OCEAN	2.43	2.87	2.72	2.68
SOUTH BERGEN	2.46	2.47	3.00	2.65
PROF MUN MGMT	2.54	1.71	2.94	2.40
<b>AVERAGE</b>	<b>1.88</b>	<b>2.20</b>	<b>2.54</b>	<b>2.21</b>

Professional Municipal Mgmt Joint Insurance Fund										
2013 LOST TIME ACCIDENT FREQUENCY										
DATA VALUED AS OF November 30, 2013										
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME	2013 LOST TIME FREQUENCY	2012 LOST TIME FREQUENCY	2011 LOST TIME FREQUENCY	MEMBER	TOTAL RATE	
		*	11/30/2013	ACCIDENTS				2013 - 2011		
1	305 EVESHAM TOWNSHIP FIRE			0	0	0.00	***	***	1 EVESHAM TOWNSHIP I	3.00
2	304 EVESHAM			1	3	1.69	2.60	2.47	2 EVESHAM	2.27
3	307 MOORESTOWN			1	3	2.45	2.69	3.42	3 MOORESTOWN	2.91
4	308 WILLINGBORO			0	10	3.31	0.90	2.43	4 WILLINGBORO	2.18
5	306 MAPLE SHADE			1	7	5.55	2.06	4.23	5 MAPLE SHADE	3.87
Totals:				3	23	2.78	1.96	3.18		2.64

Professional Municipal Mgmt Joint Insurance Fund										
2013 LOST TIME ACCIDENT FREQUENCY										
DATA VALUED AS OF December 31, 2013										
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME	2013 LOST TIME FREQUENCY	2012 LOST TIME FREQUENCY	2011 LOST TIME FREQUENCY	MEMBER	TOTAL RATE	
		*	12/31/2013	ACCIDENTS				2013 - 2011		
1	304 EVESHAM			0	3	1.55	2.60	2.47	1 EVESHAM	2.21
2	307 MOORESTOWN			0	3	2.25	2.69	3.42	2 MOORESTOWN	2.84
3	308 WILLINGBORO			0	10	3.03	0.90	2.43	3 WILLINGBORO	2.12
4	306 MAPLE SHADE			0	7	5.09	2.06	4.23	4 MAPLE SHADE	3.76
Totals:				0	23	2.54	1.96	3.30		2.61

**Professional Municipal Management Joint Insurance Fund**  
**Monthly Regulatory Filing Check List**  
**Year 2013 as of December 31, 2013**

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> Unaudited Financials	Filed 2/28/13
<input type="checkbox"/> Annual Audit	Filed 7/9/13
<input type="checkbox"/> State Comptroller Audit Filing	Filed 6/27/13
<input type="checkbox"/> Ethics Filings	Filed 6/28/13
<input type="checkbox"/> Budget Changes	None
<input type="checkbox"/> Transfers	None
<input type="checkbox"/> Dividends	Will be filed
<input type="checkbox"/> Additional Assessments/Credits	Billed on 2 <sup>nd</sup> installment
<input type="checkbox"/> Professional Changes	None
<input type="checkbox"/> Officer Changes	Filed 2/14
<input type="checkbox"/> Risk Management Plan Changes	Revised at February Meeting
<input type="checkbox"/> Bylaw Amendments	None
<input type="checkbox"/> New Members (list)	None
<input type="checkbox"/> Withdrawals	None

**Professional Municipal Management Joint Insurance Fund**  
**Annual Regulatory Filing Check List**  
**Year 2013 as of December 31, 2013**

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2013 Budget	Filed 2/14/13
<input type="checkbox"/> Assessments	Filed with budget
<input type="checkbox"/> Actuarial Certification	Filed with budget
<input type="checkbox"/> Reinsurance Policies	Filed 6/6/13
<input type="checkbox"/> Fund Commissioners	Filed
<input type="checkbox"/> Fund Officers	Filed
<input type="checkbox"/> Renewal Resolutions	Received Moorestown, Maple Shade
<input type="checkbox"/> Indemnity and Trust	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	Filed with change



MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND							
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund							
Data Valued As of :		January 23, 2014					
<b>Total Participating Members</b>		5					
				Compliant			
Complaint				4			
Percent Compliant				80.00%			
					01/01/13	2013	
					EPL	POL	Co-Insurance
Member Name					Deductible	Deductible	01/01/13
EVESHAM	*	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE DISTRICT		No	No	No	\$ 100,000	\$ 20,000	20% of 1st 2Mil/20% of 1st 250K POL
MAPLE SHADE		Yes	Yes	Yes	\$ 10,000	\$ 10,000	0%
MOORESTOWN		Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WILLINGBORO		Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K

## MEMORANDUM

**To:** JIF Executive Directors  
**From:** MEL Underwriting Manager  
Conner Strong & Buckelew  
**Re:** Cyber Liability Renewal – Higher Limit Proposals

The renewal for the **cyber liability** will be flat for 2014 at the expiring terms and conditions as follows:

- **Limit of Liability** (inclusive of defense costs, charges and expenses): **\$1,000,000** each claim and **\$3,000,000** annual aggregate for each JIF.
- **Deductible: \$10,000** each claim (inclusive of claim expenses) per member entity.
- **Policy Sub -Limits: \$500,000** sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses.
- **Annual Premium: \$500** per member entity
- **Coverage:** JIF wide basis only.

Coverage was bound effective 1/1/14 based on the expiring terms and conditions. Please see attached summary.

XL has offered alternate quotations at higher limit and deductible options. The alternate quotations are as follows:

### Option #1

- **Limit of Liability** (inclusive of defense costs, charges and expenses): **\$3,000,000** each claim and **\$6,000,000** annual aggregate for each JIF.
- **Deductible: \$10,000** each claim (inclusive of claim expenses) per member entity.
- **Policy Sub -Limits: \$1,000,000** sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses.
- **Expiring Premium: \$600** per member entity
- **Coverage:** JIF wide basis only.

### Option #2

- **Limit of Liability** (inclusive of defense costs, charges and expenses): **\$5,000,000** each claim and **\$8,000,000** annual aggregate for each JIF.
- **Deductible: \$25,000** each claim (inclusive of claim expenses) per member entity.
- **Policy Sub -Limits: \$1,500,000** sub-limit each for (1) Privacy Notification Costs, (2) Regulatory Fines/Claims Expenses for Privacy Liability, (3) Extortion Damages for Extortion Threat and (4) Crisis Management Expenses.
- **Expiring Premium: \$675** per member entity
- **Coverage:** JIF wide basis only.

Please note that this optional coverage is available on a JIF wide basis only. It is not being offered on a per member entity basis. If we are notified by the JIF to bind an increased limit option prior to 1/31/14, XL has agreed to bind coverage the increase in limit retroactive to 1/1/14. Please note the retroactive date for just the increase in limit will also be 1/1/14. Therefore, it is imperative that you place this memorandum on your January meeting agendas. The retroactive date for the standard limit will remain at 1/1/13. Please call Joseph Hrubash of Conner Strong & Buckelew at 973-659-6577 if you wish to discuss in more detail.

**Insurance Company:** XL Group Insurance  
**Company Paper:** Indian Harbor Insurance Company  
**Master Policy Form:** Eclipse Pro 2.0- MTP EP PF (01/12)  
**Named Insured:** MEL Member JIF

**Coverage Quoted:**

Third Party Coverage Parts	
C. Media Communication Liability	Included
D. Network Security Liability	Included
E. Privacy Liability	Included
First Party Coverage Parts	
A. Extortion Threat	Included
B. Crisis Management Expense	Included
C. Business Interruption	Included
D. Privacy Notification Costs	Included

JIF Limit of Liability (inclusive of Defense Costs, Charges & Expenses)	Member Entity Deductible (Each Claim – Inclusive of Claim Expenses)	Member Entity Premium
\$1,000,000 each claim/\$3,000,000 policy aggregate each JIF	\$10,000 each and every claim	\$500 – Member Entity

Coverage	JIF Limit of Liability (inclusive of Defense Costs, Charges & Expenses)	Member Entity Deductible (Each Claim – applicable Claim Expenses)
For all <b>Privacy Notification Costs</b>	\$500,000	\$10,000
For all <b>Regulatory Fines</b> and claim expenses for <b>Privacy Liability</b>	\$500,000	\$10,000
For all <b>Extortion Damages</b> for <b>Extortion Threat</b>	\$500,000	\$10,000
For all <b>Crisis Management expenses</b>	\$500,000	\$10,000
For all reduction in Business Income caused by <b>Business Interruption</b>	\$500,000	10 hour waiting period

**Endorsements:** List of JIF Member Entities

**Policy Period:** 1/1/14 to 1/1/15

**Retroactive Date:** 1/1/13

**Subjectivities:** The quotation is subject to receipt, review and acceptance of the following information:

1. Completed, signed and dated abbreviated XL Eclipse 2.0 application at the JIF level.

**RESOLUTION NO. 13-24**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
DECEMBER 2013 BILLS LIST**

**WHEREAS**, the Treasurer has certified that funding is available to pay the following bills:

**BE IT RESOLVED** that the Professional Municipal Management Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

**FURTHER**, that this authorization shall be made a permanent part of the records of the Fund.

**FUND YEAR 2013**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>004592</b>			
004592	QUAL-LYNX	CLAIMS ADMIN - 12/2013	10,249.13
			<b>10,249.13</b>
<b>004593</b>			
004593	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 12/2013	1,336.33
			<b>1,336.33</b>
<b>004594</b>			
004594	PERMA	POSTAGE FEE 11/2013	7.54
004594	PERMA	EXECUTIVE DIRECTOR FEE 12/2013	8,404.92
			<b>8,412.46</b>
<b>004595</b>			
004595	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 12/2013	2,907.58
			<b>2,907.58</b>
<b>004596</b>			
004596	KEARNS, REALE & KEARNS	LITIGATION MANAGEMENT - 12/2013	1,302.42
004596	KEARNS, REALE & KEARNS	ATTORNEY FEE 12/2013	1,529.00
			<b>2,831.42</b>
<b>004597</b>			
004597	QUALCARE, INC.	MANAGED CARE SERVICES - 12/2013	6,763.08
			<b>6,763.08</b>
<b>004598</b>			
004598	THOMAS TONTARSKI	TREASURER FEE 12/2013	1,321.63
			<b>1,321.63</b>
<b>004599</b>			
004599	ALLSTATE INFORMATION MANAGEMNT	DEPT: 413 - ACT & STOR 10/31/2013	28.14
			<b>28.14</b>
<b>004600</b>			
004600	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 12/2013	442.13
			<b>442.13</b>
<b>004601</b>			
004601	CONNER STRONG & BUCKELEW	AUTOMOBILE ID CARD RENEWAL - 2014	52.03
			<b>52.03</b>
<b>004602</b>			
004602	COURIER TIMES INC.	ACCT 2-012012000 LEGAL ADV - 11/13/13	45.76
			<b>45.76</b>
Total Payments FY 2013			34,389.69

**TOTAL PAYMENTS ALL FUND YEARS \$ 34,389.69**

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_  
Secretary

Dated:\_\_\_\_\_

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

\_\_\_\_\_  
Treasurer

**RESOLUTION NO. 13-25**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
DECEMBER 2013 BILLS LIST - DIVIDEND**

**WHEREAS**, the Treasurer has certified that funding is available to pay the following bills:

**BE IT RESOLVED** that the Professional Municipal Management Joint Insurance Fund’s Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

**FURTHER**, that this authorization shall be made a permanent part of the records of the Fund.

**FUND YEAR CLOSED**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>004603</b>			
004603	EVESHAM TOWNSHIP	2013 DIVIDENDS	25,235.30
			<b>25,235.30</b>
<b>004604</b>			
004604	MAPLE SHADE TOWNSHIP	2013 DIVIDENDS	7,455.21
			<b>7,455.21</b>
<b>004605</b>			
004605	MOORESTOWN TOWNSHIP	2013 DIVIDENDS	19,434.97
			<b>19,434.97</b>
<b>004606</b>			
004606	WILLINGBORO TOWNSHIP	2013 DIVIDENDS	22,755.61
			<b>22,755.61</b>
		Total Payments Closed Year	74,881.09

**TOTAL PAYMENTS ALL FUND YEARS \$ 74,881.09**

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

\_\_\_\_\_  
Treasurer

**RESOLUTION NO. 14-6**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
JANUARY 2014 BILLS LIST**

**WHEREAS**, the Treasurer has certified that funding is available to pay the following bills:

**BE IT RESOLVED** that the Professional Municipal Management Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

**FURTHER**, that this authorization shall be made a permanent part of the records of the Fund.

**FUND YEAR CLOSED**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>004607</b>			
004607	MOORESTOWN TOWNSHIP	RETURN OF BANKED RESERVES - 2013	23,770.50
			<b>23,770.50</b>
		Total Payments Closed Year	23,770.50

**FUND YEAR 2013**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>004608</b>			
004608	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANCE BOND 4TH QTR 2013	930.46
			<b>930.46</b>
<b>004609</b>			
004609	MUNICIPAL EXCESS LIABILITY	MEL PROPERTY 4TH QTR 2013	43,660.78
004609	MUNICIPAL EXCESS LIABILITY	MEL 4TH QTR 2013	153,309.56
			<b>196,970.34</b>
<b>004610</b>			
004610	PERMA	POSTAGE FEE 12/2013	26.22
			<b>26.22</b>
<b>004611</b>			
004611	MUNICIPAL EXCESS LIABILITY JIF	MSI 4TH QTR 2013	3,742.25
			<b>3,742.25</b>
<b>004612</b>			
004612	ALLSTATE INFORMATION MANAGEMNT	DEPT: 413 - ACT & STOR 11/30/13	28.14
			<b>28.14</b>
		Total Payments FY 2013	201,697.41

**FUND YEAR 2014**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>004613</b>			
004613	MUNICIPAL EXCESS LIABILITY JIF	FAITHFUL PERFORMANACE BOND 1ST QTR 2014	884.50
			<b>884.50</b>
<b>004614</b>			
004614	MUNICIPAL EXCESS LIABILITY	MEL PROPERTY 1ST QTR 2014	52,662.18
004614	MUNICIPAL EXCESS LIABILITY	MEL 1ST QTR 2014	161,294.28
			<b>213,956.46</b>
<b>004615</b>			
004615	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 1ST INSTALLMENT 2014	59,468.53
			<b>59,468.53</b>

<b>004616</b>				
004616	QUAL-LYNX	CLAIMS ADMIN - 01/2014		10,454.15
				<b>10,454.15</b>
<b>004617</b>				
004617	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 01/2014		1,363.08
				<b>1,363.08</b>
<b>004618</b>				
004618	PERMA	EXECUTIVE DIRECTOR FEE 01/2014		8,573.00
				<b>8,573.00</b>
<b>004619</b>				
004619	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 01/2014		2,965.67
				<b>2,965.67</b>
<b>004620</b>				
004620	QUALCARE, INC.	MANAGED CARE SERVICES 01/2014		6,898.33
				<b>6,898.33</b>
<b>004621</b>				
004621	THOMAS TONTARSKI	TREASURER FEE 01/2014		1,348.08
				<b>1,348.08</b>
<b>004622</b>				
004622	MUNICIPAL EXCESS LIABILITY JIF	MSI 1ST QTR 2014		3,628.50
				<b>3,628.50</b>
<b>004623</b>				
004623	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER - 01/2014		451.00
				<b>451.00</b>
<b>004624</b>				
004624	SENSATIONAL HOST CATERERS INC	REORGANIZATIONAL MEETING 01/27/14		847.28
				<b>847.28</b>
		Total Payments FY 2014	310,838.58	

**TOTAL PAYMENTS ALL FUND YEARS \$ 536,306.49**

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_ Dated: \_\_\_\_\_

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

\_\_\_\_\_  
Treasurer



January 9, 2013

To the Members of the  
Executive Board of the  
Professional Municipal Management  
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the two month period ending December 31, 2013 for Closed Fund Years 1987 to 2008, and Fund Years 2009, 2010, 2011, 2012 and 2013. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

#### INVESTMENT INTEREST:

Interest received or accrued for the period totaled \$ 1,217.34. This generated an average annual yield of .38%. However, we have an unrealized loss of \$ 4,770.00 adjusting the reported yield to -1.10% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$ 4,640.00 as it relates to the market value of \$1,995,360.00 vs. the amount we have invested.

Our asset portfolio with TD Wealth Management consists of 2 obligations with a maturity greater than two years.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 14,648.93 w/YTD of \$ 60,670.32 (detailed in my report)  
Overpayment Reimbursements \$ 130.45  
E-JIF Closed Year Dividend \$ 20,718.00

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 207 claim payments during the period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 184,007.83.

Loss Payments	\$ 131,530.20
Expense Payments	\$ 11,898.85
Legal Payments	\$ 40,578.78

**CASH ACTIVITY FOR THE PERIOD:**

The enclosed report shows that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 4,082,807.57 to a closing balance of \$3,686,978.24 showing a decrease in the fund of \$ 395,829.33.

**BILL LIST FOR THE PERIOD:**

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list.

The information contained in this summary of the document provided in this report. Other detailed information is contained in the attached documents or a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski  
Treasurer

**PROFESSIONAL MUNICIPAL MANAGEMENT JIF  
SUBROGATION REPORT 2013**

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/16	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	154.22	
1/16	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	102.60	
1/16	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	93.76	
TOTAL-JAN TOTAL-YTD						350.58	350.58
2/4	MOORESTOWN TWP.	X51367	MOORESTOWN TWP.	PR	2012	2,211.61	
2/18	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	120.93	
TOTAL-FEB TOTAL-YTD						2,332.54	2,683.12
3/6	MAPLE SHADE TWP.	X52529	MAPLE SHADE TWP.	PR	2013	4,916.00	
3/14	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	205.21	
3/14	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	271.76	
3/14	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	308.45	
TOTAL-MAR TOTAL-YTD						5,701.42	8,384.54
4/8	MAPLE SHADE TWP.	X09245	KRAIG MCLAUGHLIN	WC	2011	1,536.00	
4/19	EVESHAM TWP.	X56908	EVESHAM TWP.	PR	2013	800.00	
TOTAL-APR TOTAL-YTD						2,336.00	10,720.54
5/14	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	205.21	
5/14	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	103.79	
5/14	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	338.34	
5/20	MAPLE SHADE TWP.	X10584	NICHOLAS GIANNINI	WC	2011	682.25	
TOTAL-MAY TOTAL-YTD						1,329.59	12,050.13
6/13	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	135.88	
6/17	MAPLE SHADE TWP.	X57683	MAPLE SHADE TWP.	PR	2013	2,200.00	
6/20	MAPLE SHADE TWP.	X52529	MAPLE SHADE TWP.	PR	2013	1,562.69	
TOTAL-JUNE TOTAL-YTD						3,898.57	15,948.70
7/9	MAPLE SHADE TWP.	X50167	MAPLE SHADE TWP.	PR	2012	575.00	
7/9	WILLINGBORO TWP.	X64822	WILLINGBORO TWP.	PR	2013	2,338.43	
7/9	WILLINGBORO TWP.	X55666	WILLINGBORO TWP.	PR	2013	10,000.00	
7/17	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	205.21	
7/17	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	343.62	
TOTAL-JULY TOTAL-YTD						13,462.26	29,410.96
8/15	EVESHAM TWP.	X10195	EVESHAM TWP.	PR	2010	261.20	
TOTAL-AUG TOTAL-YTD						261.20	29,672.16
9/5	MOORESTOWN TWP.	X66354	MOORESTOWN TWP.	PR	2013	2,000.00	
9/25	MOORESTOWN TWP.	X66354	MOORESTOWN TWP.	PR	2013	10,537.50	
TOTAL-SEP TOTAL-YTD						12,537.50	42,209.66
10/1	MOORESTOWN TWP.	X44844	WALTER WALCZAK	WC	2012	3,492.73	
10/23	EVESHAM TWP.	X73592	EVESHAM TWP.	PR	2013	319.00	
TOTAL-OCT TOTAL-YTD						3,811.73	46,021.39
11/21	EVESHAM TWP.	X76254	EVESHAM TWP.	PR	2013	2,700.00	
11/22	MAPLE SHADE TWP.	X10584	NICHOLAS GIANNINI	WC	2011	375.00	
TOTAL-NOV TOTAL-YTD						3,075.00	49,096.39
12/9	MAPLE SHADE TWP.	X09245	BRIAN FERGUSON	WC	2011	11,573.93	
TOTAL-DEC TOTAL-2013						11,573.93	60,670.32



<b>SUMMARY OF CASH AND INVESTMENT INSTRUMENTS</b>							
<b>PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND</b>							
<b>ALL FUND YEARS COMBINED</b>							
<b>CURRENT MONTH</b>	<b>November</b>						
<b>CURRENT FUND YEAR</b>	<b>2012</b>						
<b>Description:</b>	<b>Instrument #1</b>	<b>Instr #2</b>	<b>Instr #3</b>	<b>Instr #4</b>	<b>Instr #5</b>	<b>Instr #6</b>	
<b>ID Number:</b>	<b>OPERATING</b>	<b>CASH MCGMN</b>	<b>INVEST ACCT</b>	<b>ASSET MGR</b>	<b>ID CLAIMS</b>	<b>EXPENSE</b>	
<b>Maturity (Yrs)</b>	0	0	0	0	0	0	0
<b>Purchase Yield:</b>	0	0	0	0	0	0	0
<b>TOTAL for All</b>							
<b>Accts &amp; instruments</b>							
<b>Opening Cash &amp; Investment Balance</b>	\$3,665,077.23	1440653.95	2555.72	2171367.56	1.86265E-09	50000	500
<b>Opening Interest Accrual Balance</b>	\$477.76	0	0	0	477.76	0	0
1 Interest Accrued and/or Interest Cost	(\$375.68)	\$0.00	\$0.00	\$0.00	(\$375.68)	\$0.00	\$0.00
2 Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 (Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Interest Paid - Cash Instr.s	\$97.74	\$97.54	\$0.20	\$0.00	\$0.00	\$0.00	\$0.00
6 Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Unrealized Gain (Loss)	\$870.00	\$0.00	\$0.00	\$0.00	\$870.00	\$0.00	\$0.00
8 Net Investment Income	\$592.06	\$97.54	\$0.20	\$0.00	\$494.32	\$0.00	\$0.00
9 Deposits - Purchases	\$1,561,728.76	\$3,009.31	\$0.00	\$0.00	\$1,498,645.00	\$26,403.50	\$33,670.95
10 (Withdrawals - Sales)	(\$1,618,793.90)	(\$60,074.45)	\$0.00	(\$1,498,645.00)	\$0.00	(\$26,403.50)	(\$33,670.95)
<b>Ending Cash &amp; Investment Balance</b>	\$3,608,979.83	\$1,383,686.35	\$2,555.92	\$672,722.56	\$1,499,515.00	\$50,000.00	\$500.00
<b>Ending Interest Accrual Balance</b>	\$102.08	\$0.00	\$0.00	\$0.00	\$102.08	\$0.00	\$0.00
<b>Plus Outstanding Checks</b>	\$24,926.35	\$0.00	\$0.00	\$0.00	\$0.00	\$13,091.93	\$11,834.42
<b>(Less Deposits in Transit)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Balance per Bank</b>	\$3,633,906.18	\$1,383,686.35	\$2,555.92	\$672,722.56	\$1,499,515.00	\$63,091.93	\$12,334.42

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES  
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

Month		November							
Current Fund Year		2012							
Policy Year	Coverage	1.	2.	3.	4.	5.	6.	7.	8.
		Calc. Net Paid Thru Last Month	Monthly Net Paid November	Monthly Recoveries November	Calc. Net Paid Thru November	TPA Net Paid Thru November	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2012	Prop	89,427.80	4,400.00	2,950.00	90,877.80	90,877.80	(0.00)	(0.00)	0.00
	Liab	11,783.50	26.70	0.00	11,810.20	11,810.20	0.00	0.00	0.00
	Auto	9,137.82	500.00	0.00	9,637.82	9,637.82	0.00	0.00	0.00
	WC	212,269.97	6,612.23	0.00	218,882.20	218,882.20	0.00	0.00	0.00
	<b>Total</b>	<b>322,619.09</b>	<b>11,538.93</b>	<b>2,950.00</b>	<b>331,208.02</b>	<b>331,208.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2011	Prop	365,676.64	0.00	0.00	365,676.64	365,676.64	0.00	0.00	0.00
	Liab	34,373.88	0.00	0.00	34,373.88	34,373.88	0.00	0.00	0.00
	Auto	14,594.15	0.00	0.00	14,594.15	14,594.15	0.00	0.00	0.00
	WC	750,668.49	2,208.54	0.00	752,877.03	752,877.03	0.00	0.00	0.00
	<b>Total</b>	<b>1,165,313.16</b>	<b>2,208.54</b>	<b>0.00</b>	<b>1,167,521.70</b>	<b>1,167,521.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2010	Prop	142,268.00	0.00	93.76	142,174.24	142,174.24	(0.00)	(0.00)	0.00
	Liab	90,549.40	7,626.87	0.00	98,176.27	98,176.27	0.00	0.00	(0.00)
	Auto	11,202.57	0.00	0.00	11,202.57	11,202.57	0.00	0.00	0.00
	WC	960,239.58	2,512.74	3.55	962,748.77	962,748.77	(0.00)	(0.00)	(0.00)
	<b>Total</b>	<b>1,204,259.55</b>	<b>10,139.61</b>	<b>97.31</b>	<b>1,214,301.85</b>	<b>1,214,301.85</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>
2009	Prop	122,531.58	0.00	0.00	122,531.58	122,531.58	(0.00)	(0.00)	0.00
	Liab	460,164.60	1,519.50	0.00	461,684.10	461,684.10	(0.00)	(0.00)	0.00
	Auto	52,455.18	0.00	0.00	52,455.18	52,455.18	0.00	0.00	0.00
	WC	825,019.87	996.92	0.00	826,016.79	826,016.79	0.00	0.00	0.00
	<b>Total</b>	<b>1,460,171.23</b>	<b>2,516.42</b>	<b>0.00</b>	<b>1,462,687.65</b>	<b>1,462,687.65</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2008	Prop	126,629.40	0.00	0.00	126,629.40	126,629.40	0.00	0.00	0.00
	Liab	303,124.33	0.00	0.00	303,124.33	303,124.33	0.00	0.00	0.00
	Auto	338,987.81	0.00	0.00	338,987.81	338,987.81	0.00	0.00	0.00
	WC	664,264.05	0.00	0.00	664,264.05	664,264.05	0.00	0.00	0.00
	<b>Total</b>	<b>1,433,005.59</b>	<b>0.00</b>	<b>0.00</b>	<b>1,433,005.59</b>	<b>1,433,005.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL</b>		<b>5,585,368.62</b>	<b>26,403.50</b>	<b>3,047.31</b>	<b>5,608,724.81</b>	<b>5,608,724.81</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

<b>Current Fund Year: 2012</b>										
<b>Month Ending: December</b>										
	<b>Prop</b>	<b>Liab</b>	<b>Auto</b>	<b>WC</b>	<b>Div Reserve</b>	<b>POL/EPL</b>	<b>EJIF</b>	<b>Future</b>	<b>Admin</b>	<b>TOTAL</b>
OPEN BALANCE	(231,201.22)	865,721.87	56,653.71	2,552,578.42	23,770.52	(1.86)	20,837.28	235,750.77	84,870.34	3,608,979.83
<b>RECEIPTS</b>										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	19,817.28	0.00	0.00	89.42	0.00	0.00	0.00	0.00	0.00	19,906.70
Invest Pymnts	4.52	77.74	24.61	193.28	1.80	0.00	1.57	17.85	14.03	335.40
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	4.52	77.74	24.61	193.28	1.80	0.00	1.57	17.85	14.03	335.40
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>19,821.80</b>	<b>77.74</b>	<b>24.61</b>	<b>282.70</b>	<b>1.80</b>	<b>0.00</b>	<b>1.57</b>	<b>17.85</b>	<b>14.03</b>	<b>20,242.10</b>
<b>EXPENSES</b>										
Claims Transfers	11,898.97	20,099.08	3,238.83	63,119.73	0.00	0.00	0.00	0.00	0.00	98,356.61
Expenses	955.83	0.00	0.00	0.00	0.00	0.00	0.00	200,881.10	37,427.54	239,264.47
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>12,854.80</b>	<b>20,099.08</b>	<b>3,238.83</b>	<b>63,119.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,881.10</b>	<b>37,427.54</b>	<b>337,621.08</b>
<b>END BALANCE</b>	<b>(224,234.22)</b>	<b>845,700.53</b>	<b>53,439.49</b>	<b>2,489,741.39</b>	<b>23,772.32</b>	<b>(1.86)</b>	<b>20,838.85</b>	<b>34,887.52</b>	<b>47,456.83</b>	<b>3,291,600.85</b>

<b>Report Month:</b>	<b>December</b>			
				Balance Differences
Opening Balances:		Opening Balances are equal		\$0.00
Imprest Transfers:		Imprest Totals are equal		\$0.00
Investment Balances:		Investment Payment Balances are equal		\$0.00
		Investment Adjustment Balances are equal		\$0.00
Ending Balances:		Ending Balances are equal		\$0.00
Accural Balances:		Accural Balances are equal		\$0.00

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	December						
CURRENT FUND YEAR	2012						
Description:	Instrument #1	Instr #2	Instr #3	Instr #4	Instr #5	Instr #6	
ID Number:	OPERATING	CASH MGMN	INVEST ACCT	ASSET MGR	ID CLAIMS	EXPENSE	
Maturity (Yrs)	0	0	0	0	0	0	0
Purchase Yield:	0	0	0	0	0	0	0
TOTAL for All							
Accts & instruments							
Opening Cash & Investment Balance	\$3,608,979.83	1383686.35	2555.92	672722.56	1499515	50000	500
Opening Interest Accrual Balance	\$102.08	0	0	0	102.08	0	0
1 Interest Accrued and/or Interest Cost	\$270.82	\$0.00	\$0.00	\$0.00	\$270.82	\$0.00	\$0.00
2 Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 (Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Interest Paid - Cash Instr.s	\$15.40	\$83.93	\$0.20	(\$68.73)	\$0.00	\$0.00	\$0.00
6 Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Unrealized Gain (Loss)	\$320.00	\$0.00	\$0.00	\$0.00	\$320.00	\$0.00	\$0.00
8 Net Investment Income	\$606.22	\$83.93	\$0.20	(\$68.73)	\$590.82	\$0.00	\$0.00
9 Deposits - Purchases	\$357,527.78	\$19,906.70	\$0.00	\$0.00	\$0.00	\$98,356.61	\$239,264.47
10 (Withdrawals - Sales)	(\$675,242.17)	(\$337,621.08)	\$0.00	\$0.00	\$0.00	(\$98,356.62)	(\$239,264.47)
Ending Cash & Investment Balance	\$3,291,600.84	\$1,066,055.90	\$2,556.12	\$672,653.83	\$1,499,835.00	\$49,999.99	\$500.00
Ending Interest Accrual Balance	\$372.90	\$0.00	\$0.00	\$0.00	\$372.90	\$0.00	\$0.00
Plus Outstanding Checks	\$25,355.72	\$0.00	\$0.00	\$0.00	\$0.00	\$22,505.18	\$2,850.54
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$3,316,956.56	\$1,066,055.90	\$2,556.12	\$672,653.83	\$1,499,835.00	\$72,505.17	\$3,350.54



**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES  
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

Month		December							
Current Fund Year		2012							
Policy Year	Coverage	1.	2.	3.	4.	5.	6.	7.	8.
		Calc. Net Paid Thru Last Month	Monthly Net Paid December	Monthly Recoveries December	Calc. Net Paid Thru December	TPA Net Paid Thru December	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2012	Prop	90,877.80	11,898.97	19,303.62	83,473.15	83,473.15	0.00	(0.00)	0.00
	Liab	11,810.20	198.77	0.00	12,008.97	12,008.97	0.00	0.00	0.00
	Auto	9,637.82	8.90	0.00	9,646.72	9,646.72	0.00	0.00	0.00
	WC	218,882.20	21,585.64	0.00	240,467.84	240,467.84	0.00	0.00	0.00
	<b>Total</b>	<b>331,208.02</b>	<b>33,692.28</b>	<b>19,303.62</b>	<b>345,596.68</b>	<b>345,596.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2011	Prop	365,676.64	0.00	0.00	365,676.64	365,676.64	0.00	0.00	0.00
	Liab	34,373.88	72.50	0.00	34,446.38	34,446.38	0.00	0.00	0.00
	Auto	14,594.15	3,229.93	0.00	17,824.08	17,824.08	0.00	0.00	(0.00)
	WC	752,877.03	30,206.10	89.42	782,993.71	782,993.71	0.00	0.00	0.00
	<b>Total</b>	<b>1,167,521.70</b>	<b>33,508.53</b>	<b>89.42</b>	<b>1,200,940.81</b>	<b>1,200,940.81</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>
2010	Prop	142,174.24	0.00	513.66	141,660.58	141,660.58	(0.00)	(0.00)	0.00
	Liab	98,176.27	15,519.90	0.00	113,696.17	113,696.17	0.00	0.00	0.00
	Auto	11,202.57	0.00	0.00	11,202.57	11,202.57	0.00	0.00	0.00
	WC	962,748.77	3,838.96	0.00	966,587.73	966,587.73	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>1,214,301.85</b>	<b>19,358.86</b>	<b>513.66</b>	<b>1,233,147.05</b>	<b>1,233,147.05</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2009	Prop	122,531.58	0.00	0.00	122,531.58	122,531.58	(0.00)	(0.00)	0.00
	Liab	461,684.10	4,307.91	0.00	465,992.01	465,992.01	(0.00)	(0.00)	(0.00)
	Auto	52,455.18	0.00	0.00	52,455.18	52,455.18	0.00	0.00	0.00
	WC	826,016.79	7,489.03	0.00	833,505.82	833,505.82	0.00	0.00	0.00
	<b>Total</b>	<b>1,462,687.65</b>	<b>11,796.94</b>	<b>0.00</b>	<b>1,474,484.59</b>	<b>1,474,484.59</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2008	Prop	126,629.40	0.00	0.00	126,629.40	126,629.40	0.00	0.00	0.00
	Liab	303,124.33	0.00	0.00	303,124.33	303,124.33	0.00	0.00	0.00
	Auto	338,987.81	0.00	0.00	338,987.81	338,987.81	0.00	0.00	0.00
	WC	664,264.05	0.00	0.00	664,264.05	664,264.05	0.00	0.00	0.00
	<b>Total</b>	<b>1,433,005.59</b>	<b>0.00</b>	<b>0.00</b>	<b>1,433,005.59</b>	<b>1,433,005.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL</b>	<b>5,608,724.81</b>	<b>98,356.61</b>	<b>19,906.70</b>	<b>5,687,174.72</b>	<b>5,687,174.72</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>

# Professional Municipal Management Joint Insurance Fund Certificate of Insurance Monthly Report

Thursday, December 05, 2013

From 10/19/2013 To 11/22/2013

Holder (H) / Insured Name (I) Coverage	Holder / Insured Address	Holder Code	Description of Operations	Issue Date
<b><u>PMM JIF</u></b>				
H- Maple Shade Township BOE AU WC	170 Frederick Avenue Maple Shade, NJ 08052-3299	5096	Certificate holder is included as "additional insured", as their interest may appear, for General Liability and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only as respects to the sole negligence of the Insured) regarding all recreation programs affiliated with the Township. CLD	10/31/2013 GL EX
I- Township of Maple Shade	PO Box 368 Maple Shade, NJ 08052			
H- PSE&G Holiday Lighting Group AU WC	24 Brown Avenue Springfield, NJ 07081	5528	Certificate holder is included as "additional insured", as their interest may appear, for General Liability and Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only as respects to the sole negligence of the Insured) for Holiday event and lights. LG	11/14/2013 GL EX
I- Township of Moorestown	2 Executive Drive., Suite 9A Moorestown, NJ 08057			
H- Haddonfield School District Board of Education AU WC	1 Lincoln Avenue Haddonfield, New Jersey 08033	20552	Evidence of Insurance as respects to Sport Events for Willingboro Panthers Football Team's League. LG	11/6/2013 GL EX
I- Township of Willingboro	Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046			

**Total # of Holders =** 3

**PMM JOINT INSURANCE FUND  
 SAFETY DIRECTOR'S REPORT**

**TO:** Municipal Fund Commissioners  
**FROM:** J. A. Montgomery Risk Control, JIF Safety Director  
**DATE:** January 7, 2014

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**Service Team:**

Joanne Hall, Safety Director <a href="mailto:jhall@jamontgomery.com">jhall@jamontgomery.com</a> Office: 732-736-5286 Cell: 908-278-2792	Melissa Wade <a href="mailto:mwade@jamontgomery.com">mwade@jamontgomery.com</a> Office: 856-552-6850 Fax: 856-552-6851
John Saville, Consultant <a href="mailto:jsaville@jamontgomery.com">jsaville@jamontgomery.com</a> Office: 732-736-5009 Cell: 609-330-4092	Glenn Prince <a href="mailto:gprince@jamontgomery.com">gprince@jamontgomery.com</a> Office: 856-552-4744 Cell: 609-238-3949

**LOSS CONTROL SERVICES**

**NOVEMBER & DECEMBER 2013 ACTIVITIES**

**LOSS CONTROL SERVICES**

- Township of Evesham - Conducted a playground incident investigation at Memorial Playground – November 18

**JIF MEETINGS**

- Township of Evesham - Attended Fund Commissioner Meeting – November 25

**SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS**

- PMM JIF - Safety Director's Bulletin -Hand Laceration Awareness – December 9
- PMM JIF- Safety Director's Bulletin -Best Practices for Snow Emergencies – December 17

## **MEL VIDEO LIBRARY**

There were no members who utilized the MEL Video Library during November or December.

The new MEL Video Catalog is now available on line. Please visit [www.njmel.org](http://www.njmel.org) or email the video library at [melvideolibrary@jamontgomery.com](mailto:melvideolibrary@jamontgomery.com). The new MEL Video Library phone number is 856-552-4900.

Listed below are upcoming MSI training programs scheduled for January, February, & March 2014. ***Enrollment is required for all MSI classes.*** MSI classes are subject to cancellation or rescheduling at any time. ***Members are reminded to log on to the [www.njmel.org](http://www.njmel.org) website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.***

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

<b>Date</b>	<b>Territory</b>	<b>Location</b>	<b>Topic</b>	<b>Time</b>
1/6/14	5	Township of Southampton	Snow Plow / Snow Removal Safety	8:00 - 10:00 am
1/6/14	5	Township of Southampton	Office Safety	10:15 - 12:15 pm
1/8/14	5	Township of Burlington #3	Snow Plow / Snow Removal Safety	8:00 - 10:00 am
1/10/14	5	Township of Bordertown	BBP	12:30 - 1:30 pm
1/10/14	5	Township of Bordertown	Fire Extinguisher	1:45 - 2:45 pm
1/13/14	5	Borough of Glassboro #1 (F.D.)	HazCom w/GHS-Evening	7:00 - 8:30 pm
1/14/14	5	Township of Waterford	HazCom w/GHS	9:00 - 10:30 am
1/15/14	5	Pennsauken SA #2	LOTO	8:30 - 10:30 am
1/15/14	5	Pennsauken SA #2	Hearing Conservation	10:45 - 11:45 am
1/16/14	5	Township of Winslow	Heavy Equipment Safety	8:00 - 11:00 am
1/16/14	5	Township of Winslow	Hearing Conservation	11:15 - 12:15 pm
1/17/14	5	Borough of Pitman	Fast Track to Safety	8:30 - 2:30 pm w/lunch break
1/21/14	5	Township of Monroe #3	HazMat Awareness w/HazCom GHS-Evening	7:00 - 10:00 pm
1/22/14	5	Logan Township MUA #1	Landscape Safety	8:30 - 11:30 am
1/23/14	5	Township of Willingboro #2	LOTO	1:00 - 3:00 pm
1/24/14	5	Township of Monroe #3	Fall Protection Awareness	8:00 - 10:00 am
1/24/14	5	Township of Monroe #3	HazCom w/GHS	10:15 - 11:45 am
1/24/14	5	Borough of Somerdale	BBP	1:00 - 2:00 pm
1/27/14	5	Township of Pemberton	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
1/29/14	5	Deptford Twp MUA	HazCom w/GHS	7:30 - 9:00 am
1/29/14	5	Deptford Twp MUA	Respiratory Protection (still needs)	9:15 - 10:15 am
1/29/14	5	Borough of Pitman	Snow Plow / Snow Removal Safety	12:30 - 2:30 pm
1/31/14	5	Borough of Clementon #2	Seasonal (Autumn/Winter) PW Operations	8:00 - 11:00 am
1/31/14	5	Borough of Somerdale	LOTO	2:00 - 4:00 pm
2/3/14	5	Township of Winslow	Seasonal (Autumn/Winter) PW Operations	8:00 - 11:00 am
2/5/14	5	Township of Burlington #3	Confined Space Awareness	8:00 - 9:00 am
2/5/14	5	Township of Burlington #3	BBP	9:15 - 10:15 am
2/6/14	5	Township of Willingboro #2	PPE	1:00 - 3:00 pm

Date	Territory	Location	Topic	Time
2/7/14	5	Township of Bordentown	CDL-Drivers Safety Regulations	12:30 - 2:30 pm
2/10/14	5	Borough of Glassboro #1 (F.D.)	BBP-Evening	7:00 - 8:00 pm
2/10/14	5	Borough of Glassboro #1 (F.D.)	Confined Space Awareness-Evening	8:15 - 9:15 pm
2/12/14	5	Pennsauken SA #2	Ladder Safety / Walking & Working Surfaces	8:30 - 10:30 am
2/12/14	5	Pennsauken SA #2	Shop & Tool Safety	10:45 - 11:45 am
2/14/14	5	Monroe Twp. MUA #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
2/18/14	5	Borough of Collingswood	CDL-Drivers Safety Regulations	8:00 - 10:00 am
2/18/14	5	Borough of Collingswood	Fire Safety	10:15 - 11:15 am
2/18/14	5	Borough of Collingswood	Fire Extinguisher	11:30 - 12:30 pm
2/19/14	5	Township of Willingboro #2	Landscape Safety	8:00 - 11:00 am
2/19/14	5	Borough of Pitman	Hearing Conservation	1:00 - 2:00 pm
2/21/14	5	Township of Pemberton	Fall Protection Awareness	8:00 - 10:00 am
2/21/14	5	Township of Pemberton	Asbestos, Lead & Silica Health Overview	10:15 - 11:15 am
2/24/14	5	Borough of Glassboro #1	HazMat Awareness w/HazCom GHS	12:00 - 3:00 pm
2/25/14	5	Township of Cherry Hill #6	Fast Track to Safety	8:00 - 2:00 pm w/lunch break
2/26/14	5	Deptford Twp MUA	Back Safety / Material Handling	7:30 - 8:30 am
2/26/14	5	Deptford Twp MUA	Ladder Safety / Walking & Working Surfaces	8:45 - 10:45 am
2/27/14	5	Township of Winslow	Ladder Safety / Walking & Working Surfaces	8:00 - 10:00 am
2/27/14	5	Township of Winslow	LOTO	10:15 - 12:15 pm
2/28/14	5	Township of Pemberton	LOTO	8:00 - 10:00 am
2/28/14	5	Township of Pemberton	Hearing Conservation	10:15 - 11:15 am
3/3/14	5	Township of Cherry Hill #6	Hearing Conservation	8:00 - 9:00 am
3/3/14	5	Township of Cherry Hill #6	Accident Investigation	9:30 - 11:30 am
3/3/14	5	Township of Voorhees #3	BBP	2:00 - 3:00 pm
3/4/14	5	Township of Winslow	CDL-Drivers Safety Regulations	8:00 - 10:00 am
3/4/14	5	Township of Winslow	CDL-Supervisors Reasonable Suspicion	10:15 - 12:15 pm
3/5/14	5	Township of Burlington #3	PPE	8:00 - 10:00 am
3/6/14	5	Township of Washington	Fast Track to Safety	8:30 - 2:30 pm w/lunch break
3/7/14	5	Township of Evesham #4	Sanitation / Recycling Safety	8:00 - 10:00 am
3/7/14	5	Township of Bordentown	LOTO	12:30 - 2:30 pm
3/7/14	5	Township of Bordentown	Confined Space Awareness	2:45 - 3:45 pm
3/10/14	5	Borough of Glassboro #1	Landscape Safety	8:00 - 11:00 am
3/10/14	5	Township of Voorhees #3	CDL-Drivers Safety Regulations	1:00 - 3:00 pm
3/12/14	5	Evesham MUA	PPE	8:15 - 10:15 am
3/12/14	5	Evesham MUA	Back Safety / Material Handling	10:30 - 11:30 am
3/12/14	5	Evesham MUA	PPE	12:15 - 2:15 pm
3/12/14	5	Evesham MUA	Back Safety / Material Handling	2:30 - 3:30 pm
3/14/14	5	Township of Cherry Hill #6	Landscape Safety	8:00 - 11:00 am
3/17/14	5	Township of Deptford	Office Safety	9:30 - 11:30 am
3/17/14	5	Township of Voorhees #3	Employee Conduct & Violence Prevention	1:00 - 2:30 pm
3/19/14	5	Pennsauken SA #2	Fall Protection Awareness	8:30 - 10:30 am
3/19/14	5	MPWC #2 (Pennsauken SA)	Respiratory Protection	10:45 - 11:45 am
3/19/14	5	Township of Willingboro #2	Confined Space Awareness	1:00 - 2:00 pm
3/19/14	5	Township of Willingboro #2	Hearing Conservation	2:00 - 3:00 pm
3/20/14	5	Township of Tabernacle #1 (F.D.)	Management of Special Evening-Evening	7:00 - 9:00 pm
3/20/14	5	Township of Tabernacle #1 (F.D.)	Fire Extinguisher-Evening	9:15 - 10:15 pm
3/21/14	5	Monroe Twp. MUA	CSE-Permit Required w/Classroom Demo	8:30 - 12:30 pm
3/24/14	5	Borough of Glassboro #1	PPE	8:00 - 10:00 am
3/24/14	5	Township of Voorhees #3	Fire Safety	1:00 - 2:00 pm
3/24/14	5	Township of Voorhees #3	Fire Extinguisher	2:00 - 3:00 pm
3/25/14	5	Deptford Twp MUA	PPE	8:00 - 10:00 am
3/26/14	5	Township of Burlington #3	Fire Safety	8:00 - 9:00 am
3/26/14	5	Township of Burlington #3	Fire Extinguisher	9:15 - 10:15 am

<b>Date</b>	<b>Territory</b>	<b>Location</b>	<b>Topic</b>	<b>Time</b>
3/27/14	5	Township of Cherry Hill #6	Fall Protection Awareness	8:00 - 10:00 am
3/27/14	5	Township of Cherry Hill #6	Fire Extinguisher	10:15 - 11:15 am
3/28/14	5	Borough of Collingswood	Heavy Equipment Safety	8:00 - 11:00 am
3/28/14	5	Borough of Collingswood	HazCom w/GHS	11:30 - 1:00 pm
3/31/14	5	Township of Voorhees #3	Landscape Safety	12:00 - 3:00 pm

<b>CEU's for Certified Publics Works Managers</b>			
<b>MSI Course</b>	<b>CEU's/Cat.</b>	<b>MSI Course</b>	<b>CEU's/Cat.</b>
Accident Investigation	2 / M	HazCom with Globally Harmonized System	1 / T,G
Advanced Safety Leadership	10 / M	Hazardous Materials Awareness w/ HazCom Refresher	3 / T
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Back Safety / Material Handling	1 / T	Hazard Identification/Making Your Observations Count	1 / T,M
Bloodborne Pathogens Training (Initial)	2 / G	Hearing Conservation	1 / T,G
Bloodborne Pathogens Training (Refresher)	1 / G	Heavy Equipment Safety w/ Optional Modules	1 / G - 2 / T
Bloodborne Pathogens Train- the- Trainer	1 / T	Housing Authority Safety Awareness	3 / T
BOE Safety Awareness	3 / T	Jetter Safety	2 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Landscape Safety w/ Optional Modules	2 / T
CDL - Controlled Substances and Safety Regulations	1 / G	Leaf Vac Safety Awareness	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Lockout Tagout	2 / T
Confined Space Entry – Permit Required	3.5 / T	Management of Special Events	2 / M
Confined Space Awareness	1 / T,G	Personal Protective Equipment (PPE)	2 / T
Effective Safety Committees	2 / M	Playground Safety	2 / T
Employee Conduct and Violence in the Work Place	1.5 / E	Respiratory Protection	1 / T
Excavation Trenching & Shoring	2 / T,M	Respiratory Protection for Law Enforcement	1 / T
Fast Track to Safety - Fall	4 / T	Sanitation and Recycling Safety	2 / T
Fast Track to Safety -Spring	4 / T	Shop and Tool Safety	1 / T
Flagger / Workzone Safety	2 / T,M	Seasonal Public Works Operations	3 / T
HazCom / RTK (Initial)	2 / T	Toolbox Talks	1 / M
<b>CEU's for Registered Municipal Clerks</b>			
<b>MSI Course</b>	<b>CEU's/Cat.</b>	<b>MSI Course</b>	<b>CEU's/Cat.</b>
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Effective Safety Committees	2 / P
Bloodborne Pathogens Training (Refresher)	1 / P	Hazard Identification - Making your Observations Count	2 / P
Employee Conduct and Violence in the Work Place	1.5 / E	Management of Special Events	2 / P
<b>TCH's For Water/ Wastewater</b>			
<b>MSI Course</b>	<b>TCH's/Cat.</b>	<b>MSI Course</b>	<b>TCH's/Cat.</b>
Accident Investigation	1.5 / S	HazCom / RTK (Refresher)	1 / S
Advanced Safety Leadership	10 / S	HazCom with Globally Harmonized System	2 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Hazardous Materials Awareness w/ HazCom Refresher	3 / S
Back Safety / Material Handling	1 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Bloodborne Pathogens Training (Initial)	2 / S	Heavy Equipment Safety w/ Optional Modules	3 / S
Bloodborne Pathogens Training (Refresher)	1 / S	Housing Authority Safety Awareness	3 / S
Bloodborne Pathogens Train- the- Trainer	2.5 / S	Hazard Identification - Making your Observations Count	1.5 / S
BOE Safety Awareness	3 / S	Hearing Conservation	1 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Jetter Safety	2 / S
CDL - Controlled Substances and Safety Regulations	1 / S	Ladder Safety/Walking Working Surfaces	2 / S
Confined Space Awareness	1 / S	Landscape Safety w/ Optional Modules	2 / S
Confined Space Entry - Permit Required	3.5 / S	Leaf Vac Safety	2 / S
Defensive Driving-6-Hour	5.5 / S	Lockout Tagout	2 / S
Effective Safety Committees	1.5 / S	Shop and Tool Safety	1 / S
Excavation Trenching & Shoring	4 / S	Management of Special Events	2 / S
Fall Protection Awareness	2 / S	Office Safety	2 / S
Fast Track to Safety - Fall	5 / S	Personal Protective Equipment (PPE)	2 / S
Fast Track to Safety -Spring	5 / S	Respiratory Protection	1 / S
Fire Extinguisher	1 / S	Seasonal Public Works Operations	3 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Flagger / Workzone Safety	2 / S	Toolbox Talks	1 / S
HazCom / RTK (Initial)	2 / S		
***Category			
E- Ethics			
T- Technical			
G- Governmental			
S- Safety			
P- Professional Development			
M- Management			

# Fast Track to Safety

## 2014 "Fast Track to Safety" Training Scheduled Dates & Open Enrollment Available On-Line

Registration is now available to all individuals who would like to attend one of the scheduled 2014 "Fast Track to Safety" venues listed below. The MEL Safety Institute encourages you taking advantage of one of these full days of regulatory training. To attend one of the scheduled dates, log onto NJMEL.org and access the Learning Management System by clicking on the MSI Logo followed by MSI Login to enroll your employees. If assistance is needed, contact the MSI Help Line at 866-661-5120.

### Full Day Sessions Includes:

- ❖ Hazard Communication w/GHS
  - ❖ Bloodborne Pathogens
  - ❖ Fire Safety
  - ❖ Lock Out / Tag Out
- ❖ Injury Prevention Strategies

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### Venues & Dates

8:30 – 2:30 pm w/hour lunch break

Check website for times & locations

#### January

- ❖ Pitman (TRICO) – 1/17/14
- ❖ Elmwood Park (S. Bergen) – 1/23/14

#### February

- ❖ Mt. Olive (Morris) – 2/3/14
- ❖ Stone Harbor (Atlantic) – 2/12/14
- ❖ Cherry Hill (Camden) – 2/25/14
- ❖ Mahwah (Bergen) – 2/28/14

#### March

- ❖ Barnegat (Ocean) – 3/4/14
- ❖ Robbinsville (Mid-Jersey) – 3/5/14
- ❖ Washington Twp. (TRICO) – 3/6/14
- ❖ Passaic Housing Authority (NJPHA) – 3/12/14

#### April

- ❖ Sussex County Community College (SAIF) – 4/8/14
- ❖ Marlboro (Monmouth) – 4/21/14
- ❖ City of Burlington (NJSI) – 4/30/14

#### May

- ❖ Beachwood (Ocean) – 5/13/14
- ❖ Township of Nutley (Suburban Essex) – 5/15/14

#### June

- ❖ Old Bridge (Central) – 6/5/14
- ❖ Middletown (Monmouth) – 6/11/14
- ❖ Middle Twp. (Atlantic) – 6/19/14

#### August

- ❖ Clementon (Camden) – 8/25/14

#### September

- ❖ Bethlehem Twp. (PAIC) – 9/9/14
- ❖ Wharton (Morris) – 9/12/14
- ❖ Fairview (S. Bergen) – 9/17/14
- ❖ East Brunswick (Central) – 9/26/14

#### October

- ❖ City of Wildwood (Atlantic) – 10/1/14
- ❖ Toms River (Ocean) – 10/24/14

#### November

- ❖ Old Bridge (Central) – 11/6/14
- ❖ Millville (Atlantic) – 11/13/14
- Montville (Morris)







**To: Safety Coordinators, Fund Commissioners, RMC's, Exec. Directors**

**Re: New MSI Online Safety Training - Hazard Communication w/GHS and Bloodborne Pathogens**

The MEL Safety Institute is pleased to announce the release of two new online safety training classes available through the Learning Management System; **Hazard Communication w/GHS(Global Harmonization System)** and **Bloodborne Pathogens**. The Hazard Communication standard recently adopted the international Global Harmonization System of Classifying and Labeling Chemicals and all employees who work with hazardous chemicals are required to be trained in the new system by December 1<sup>st</sup>, 2013.

In addition, employees who can be "reasonably anticipated" to be exposed to blood or other potentially infectious materials (OPIM) while performing their job duties are required to be annually trained on Bloodborne Pathogens.

**Other On-line classes include:**

- Fire Safety
- Office Safety
- Employee Safety Orientation
- Employee Safety Orientation Part 2
- How to Avoid Back Pain
- Crossing Guard Safety
- Don't Get Caught in the Crush Zone
- Survival Driving (Emergencies/Natural Disasters)
- Survival Driving (Urban)

**How to Access Training Courses**



1. Click on the MSI Online Training Arrow above to go to the MSI page.
2. Click on "MSI Login"
3. If you have taken MSI classes in the past, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Helpline listed below. If you are new, click "I am a new user." Complete the fields and you will receive a confirmation email with your username and password.
4. Once logged in, click on "MSI Online Training Courses."
5. Choose the course you would like to complete.
6. Click enroll
7. Choose "Click Here" to go to your authorized course list.
8. Click the program name to launch the course.
9. Click start to begin.
10. Upon completion of the course and questions, you will navigate to the "Student Center" tab to print your Certificate of Completion. Learning Transcripts are automatically updated in the MSI Learning Management System.

**Questions? Contact the MSI Help Line (866) 661-5120**

*The MSI Safety Institute can be accessed anytime by going to [www.njmel.org](http://www.njmel.org). Look for our logo!*



## SAFETY DIRECTOR'S BULLETIN Motor Vehicle Record Checks

January 2014

### Conducting Motor Vehicle Record Checks

Municipalities have many drivers in their employ. Police officers are on patrol around the clock. Volunteer firefighters and emergency medical technicians respond in their private vehicles before getting in apparatus and ambulances. Public works and utility employees drive large vehicles that require Commercial Drivers Licenses (CDL). Administrative personnel may occasionally use municipal or private vehicles to conduct official business. Municipal managers must verify that all employees who drive on behalf of the community possess a valid driver's license and an acceptable driving record.

Public entities should have a motor vehicle policy that encompasses all the types of drivers they employ. The Model Employee Handbook on the MEL website ([www.njmel.org](http://www.njmel.org)) includes a basic policy. Department managers should supplement these policies and procedures to fully address their operations. The JIFs recommend Motor Vehicle Records (MVRs) be obtained and reviewed once a year for all full-time, part-time, seasonal and volunteer employees who drive a municipal or personal vehicle as part of their job responsibilities. As part of the screening process, MVRs of new employees should also be reviewed before being assigned to drive municipal vehicles. Before approving a "Blue Light" application the driver's MVR should be reviewed. Here are answers to several frequently asked questions:

#### IS IT LEGAL TO OBTAIN MVR'S?

Employer may order MVRs on their employees under the Federal Driver's Privacy Act (effective 9-13-97). The Act defines the following "permissible uses" of an MVR:

- a) For use by any governmental agency...in carrying out its functions...
- b) For use by any insurer or insurance support organization or by a self-insured entity...in connection with claims investigation activities, antifraud activities rating or underwriting.
- c) For use in the course of business, to verify the accuracy of personal information submitted to the business...
- d) For use by an employer ... to obtain or verify information relating to a holder of a commercial drivers license (CDL) that is required under Chapter 313 of Title 49.

#### WHO SHOULD OBTAIN THE MVR ABSTRACTS?

Designate one or two authorized people to order the MVRs from the Motor Vehicle Commission. This can be the Clerk, the Administrator, a Human Resource representative or the Police Chief. The designated individual must understand they are not to share the information with unauthorized individuals. Someone in authority, who is capable of enforcing the policy, should review the MVRs and take any necessary action. **Remember, these are confidential reports.** To respect individual privacy rights, MVRs should only be obtained through the New Jersey Motor Vehicle Commission, not through local Police Department resources or by insurance Risk Consultants.

#### WHAT ABOUT VOLUNTEERS AND SEASONAL EMPLOYEES?

Ensure that all part-time or seasonal employees and volunteers who may operate municipal or personal vehicles as part of their job duties are informed about this policy. The policy must be enforced consistently and without discrimination.

*This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.*

## HOW DO I ORDER MVRs?

New Jersey Municipalities and/or Authorities can order MVR abstracts from the NJ Motor Vehicle Commission (NJMVC). If you *are ordering less than 25 MVRs per year and your town has not received notification from the NJMVC of the new CAIR system then you are still eligible to request MVRs by mail. Mail your request on municipal / authority letterhead to New Jersey Motor Vehicle Commission, Business and Government Services, 225 East State Street, 3<sup>rd</sup> Floor East Wing, P.O. Box 122, Trenton, New Jersey 08666-0122. (609) 292-4572. Faxed requests are not accepted. If you have any questions please call 609-292-4572.*

Municipalities requiring more than 25 MVRs will need to establish a Customer Abstract Information Retrieval (CAIR) account by applying on-line at <http://www.state.nj.us/mvcbiz/Records/CAIR> . There is an annual fee. This allows the municipality to request up to 5,000 MVR per year.

## HOW DO I EVALUATE INFORMATION ON THE MVR?

A **sample policy for evaluating MVR information** is provided below. It is up to each municipality / authority to establish their own evaluation standards. Be sure to apply standards consistently among all drivers.

**Acceptable:** No moving violations and/or preventable accidents over the last 36 months. **Marginal:** Up to 2 moving violations and/or preventable accidents in the last 36 months. **Probation:** Up to 3 moving violations and/or preventable accidents within the last 36 months.

**Unacceptable:** More than 3 moving violations and/or preventable accidents within the last 36 months, or more than 2 moving violations and/or preventable accidents within the most recent year, or **any** of the violations listed below:

- Driving while under the influence (DWI or DUI)
- Leaving the scene of an accident
- Reckless driving violations
- Homicide or assault through the use of a motor vehicle
- Drivers who currently have a revoked or suspended license
- Attempting to elude a police officer

All employees authorized to drive vehicles owned, leased, or controlled by the municipality or their personal vehicles to conduct business on behalf of the municipality should have their MVRs reviewed annually and prior to entrustment of a vehicle.

Drivers with acceptable, marginal or probation grading *may* be allowed to operate municipal vehicles or their personal vehicles to conduct business on behalf of the municipality.

Drivers with marginal or probation grading should have their MVRs reviewed more frequently: semiannual or quarterly reports are recommended. Additional violations or accidents may result in suspension of driving privileges.

Drivers with unacceptable driving records will not be permitted to operate a municipal vehicle or their personal vehicle to conduct business on behalf of the municipality.

**If an accident is shown on an MVR, it will be assumed to be an “at-fault,” chargeable accident.** Any change to such a classification will be made only upon receipt of a police report or ruling from the Accident Review Panel showing that the driver in question was not at fault.

Please contact your Risk Control Consultant or JIF Safety Director if you have any additional Motor Vehicle Record questions.



**PMM JIF  
CUMULATIVE CLAIMS SUMMARY\***

**2013**

	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% OF SAVINGS</b>
JANUARY	57	\$72,245.58	\$19,144.49	\$53,101.09	73.5%
FEBRUARY	76	\$87,970.18	\$28,954.99	\$59,015.19	67.1%
MARCH	95	\$63,455.76	\$23,827.16	\$39,628.60	62.5%
APRIL	94	\$79,406.78	\$40,033.21	\$39,373.57	49.6%
MAY	142	\$110,071.03	\$34,603.07	\$75,467.96	68.6%
JUNE	115	\$98,588.37	\$40,942.28	\$57,646.09	58.5%
JULY	129	\$112,912.96	\$47,560.73	\$65,352.23	57.9%
AUGUST	142	\$121,839.26	\$37,850.43	\$83,988.83	68.9%
SEPT	115	\$104,897.14	\$37,730.01	\$67,167.13	64.0%
OCTOBER	90	\$61,055.21	\$26,500.59	\$34,554.62	56.6%
NOVEMBER	82	\$127,548.00	\$42,525.82	\$85,022.18	66.7%
DECEMBER	111	\$77,119.50	\$35,439.04	\$41,680.10	54.0%
<b>TOTALS</b>	<b>1248</b>	<b>\$1,117,109.77</b>	<b>\$415,111.82</b>	<b>\$701,997.59</b>	<b>62.8%</b>

**2012**

	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% OF SAVINGS</b>
JANUARY	127	\$69,316.76	\$27,378.34	\$41,938.42	60.5%
FEBRUARY	87	\$50,606.96	\$20,126.20	\$30,480.76	60.2%
MARCH	95	\$38,897.91	\$12,398.46	\$26,499.45	68.1%
APRIL	83	\$40,861.72	\$16,019.91	\$24,841.81	60.8%
MAY	132	\$76,396.28	\$32,852.49	\$43,543.79	57.0%
JUNE	84	\$86,813.62	\$24,799.79	\$62,013.83	71.4%
JULY	55	\$38,021.02	\$20,858.61	\$17,162.41	45.1%
AUGUST	75	\$45,691.73	\$21,256.72	\$24,435.01	53.5%
SEPT	65	\$63,104.21	\$39,852.92	\$23,251.29	36.8%
OCTOBER	24	\$35,205.50	\$21,339.37	\$13,866.13	39.4%
NOVEMBER	53	\$38,405.44	\$22,299.50	\$16,105.94	41.9%
DECEMBER	32	\$12,255.83	\$4,865.98	\$7,389.85	60.3%
<b>TOTALS</b>	<b>912</b>	<b>\$595,576.98</b>	<b>\$264,048.29</b>	<b>\$331,528.69</b>	<b>55.7%</b>

**2011**

	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% OF SAVINGS</b>
JANUARY	147	\$67,444.68	\$35,332.68	\$32,112.00	47.6%
FEBRUARY	101	\$166,674.27	\$90,519.52	\$76,154.75	45.7%
MARCH	106	\$77,773.26	\$33,158.25	\$44,615.01	57.0%
APRIL	120	\$155,824.97	\$51,501.26	\$104,323.71	66.9%
MAY	145	\$74,325.98	\$23,335.34	\$50,990.64	68.6%
JUNE	125	\$94,191.90	\$31,386.63	\$62,805.27	66.7%
JULY	135	\$188,201.81	\$66,497.69	\$121,704.12	64.7%
AUGUST	143	\$168,000.11	\$55,800.70	\$112,199.41	66.8%
SEPT	138	\$108,085.35	\$50,189.31	\$57,896.04	53.6%
OCTOBER	159	\$102,340.69	\$37,087.05	\$65,253.64	63.8%
NOVEMBER	145	\$170,821.16	\$74,669.36	\$96,151.80	56.3%
DECEMBER	122	\$163,945.55	\$73,087.31	\$90,858.24	55.4%
<b>TOTALS</b>	<b>1586</b>	<b>\$1,537,629.73</b>	<b>\$622,565.10</b>	<b>\$915,064.63</b>	<b>59.5%</b>

**2010**

	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% OF SAVINGS</b>
JANUARY	115	\$101,506.94	\$65,622.08	\$35,884.86	35.4%
FEBRUARY	107	\$64,560.07	\$38,385.13	\$26,174.94	40.5%
MARCH	113	\$67,661.68	\$34,141.74	\$33,519.94	49.5%
APRIL	129	\$108,387.36	\$53,451.33	\$54,936.03	50.7%
MAY	149	\$121,443.00	\$49,192.00	\$72,251.00	59.5%
JUNE	115	\$74,718.50	\$35,835.26	\$38,883.24	52.0%
JULY	96	\$52,738.61	\$20,386.45	\$32,352.16	61.3%
AUGUST	151	\$97,624.93	\$40,386.20	\$57,238.73	58.6%
SEPT	86	\$49,974.48	\$19,291.49	\$30,682.99	61.4%
OCTOBER	69	\$61,978.17	\$19,037.33	\$42,940.84	69.3%
NOVEMBER	104	\$140,939.53	\$82,894.68	\$58,044.85	41.2%
DECEMBER	138	\$58,257.31	\$21,525.96	\$36,731.35	63.1%
<b>TOTALS</b>	<b>1372</b>	<b>\$999,790.58</b>	<b>\$480,149.65</b>	<b>\$519,640.93</b>	<b>52.0%</b>



<b>PMM JIF</b>	
<b>WORKERS' COMPENSATION</b>	
<b>Managed Care Caseload Recap</b>	
	<b>New Injuries</b>
	<b>Requiring</b>
<b>2013</b>	<b>Med Mgmt</b>
January	10
February	7
March	8
April	5
May	10
June	11
July	10
August	15
September	10
October	10
November	7
December	6
<b>Totals</b>	<b>109</b>
	<b>New Injuries</b>
	<b>Requiring</b>
<b>2012</b>	<b>Med Mgmt</b>
January	7
February	5
March	8
April	8
May	12
June	5
July	10
August	7
September	1
October	11
November	7
December	3
<b>Totals</b>	<b>84</b>



	<b>New Injuries</b>
	<b>Requiring</b>
<b>2011</b>	<b>Med Mgmt</b>
January	9
February	10
March	10
April	9
May	8
June	11
July	12
August	14
September	14
October	7
November	7
December	1
<b>Totals</b>	<b>112</b>
	<b>New Injuries</b>
	<b>Requiring</b>
<b>2010</b>	<b>Med Mgmt</b>
January	7
February	12
March	8
April	12
May	7
June	11
July	24
August	5
September	3
October	11
November	9
December	13
<b>Totals</b>	<b>122</b>



**PMM JIF  
Intake Reporting & Injury Description  
December 2013**

<b>Claim Number</b>	<b>Date Of Incident</b>	<b>Date Employer Notified</b>	<b>Date Admin Notified</b>	<b>Department</b>	<b>Type Of Injury</b>	<b>Part Of Body Affected</b>	<b>Cause Of Injury</b>
1189561	10/31/2013	10/31/2013	12/2/2013	701-Public Works	52 - Strain or Tear	Shoulder(s) - 38	60 - Strain or Injury By, NOC
1189850	12/5/2013	12/5/2013	12/5/2013	013-DETECTIVE BUREAU	10 - Contusion	Elbow - 32	09 - Contact With, NOC
1189851	12/5/2013	12/5/2013	12/6/2013	9410-MUNCIPALITY	10 - Contusion	Knee - 53	31 - Fall, Slip or Trip, NOC
1190082	12/9/2013	12/9/2013	12/9/2013	701-Public Works	10 - Contusion	Knee - 53	32 - On Ice or Snow
1190181	12/10/2013	12/10/2013	12/10/2013	62-FIRE DEPARTMENT	52 - Strain or Tear	Wrist (s) & Hand(s) - 39	31 - Fall, Slip or Trip, NOC
1190476	12/11/2013	12/11/2013	12/12/2013	9410-MUNCIPALITY	10 - Contusion	Lower Back Area - 42	32 - On Ice or Snow





**PMM JIF  
Top 10 Providers By Charges  
PAR/NON-PAR/MCCI  
December 2013**

Provider Name	Charges	Approved	Savings	% of Savings	Specialty
<b>PARTICIPATING</b>					
VIRTUA HEALTH, INC.	\$ 11,149.20	\$ 4,809.00	\$ 6,340.20	57%	Hospital
HEARTLAND REHABILITATION SERVICES	\$ 4,715.00	\$ 783.00	\$ 3,932.00	83%	Physical Therapy / Occupational Therapy
DELAWARE VALLEY PAIN, INSTITUTE	\$ 4,000.00	\$ 2,089.65	\$ 1,910.35	48%	Anesthesia/Pain Management
MILLENNIUM SURGICALCENTER, LLC	\$ 3,804.00	\$ 1,404.92	\$ 2,399.08	63%	Ambulatory Surgical Center
OUR LADY OF LOURDES, MEDICAL CENTER	\$ 3,511.80	\$ 1,744.16	\$ 1,767.64	50%	Hospital
IVY REHAB NETWORK, INC	\$ 2,954.00	\$ 800.00	\$ 2,154.00	73%	Physical Therapy / Occupational Therapy
ONE CALL MEDICAL, INC.	\$ 2,909.00	\$ 1,106.60	\$ 1,802.40	62%	MRI/Radiology
RECONSTRUCTIVE ORTHOPEDICS P A	\$ 2,862.93	\$ 1,169.22	\$ 1,693.71	59%	Ortho/Neuro
REHAB EXCELLENCE CENTER, LLC	\$ 2,857.00	\$ 929.00	\$ 1,928.00	67%	Physical Therapy / Occupational Therapy
NOVACARE REHABILITATION	\$ 2,729.00	\$ 564.41	\$ 2,164.59	79%	Physical Therapy / Occupational Therapy
<b>OUT OF NETWORK</b>					
D ASSISTS, LLC	\$ 910.00	\$ 660.00	\$ 250.00	27%	General Surgery
REHAB CARE ASSOCIATES, LLC	\$ 825.00	\$ 723.00	\$ 102.00	12%	Physical Medicine/Rehabilitation
LOURDES IMAGING ASSOC, PA	\$ 550.00	\$ 387.00	\$ 163.00	30%	MRI/Radiology
RHONDA PAUL-COHEN MS	\$ 200.00	\$ 164.00	\$ 36.00	18%	Speech Pathology
<b>MCCI NEGOTIATIONS</b>					
SOUTH JERSEY SURGERY CENTER, LLC	\$ 11,915.00	\$ 5,957.50	\$ 5,957.50	50%	Ambulatory Surgical Center
SHORE FIRST ASSISTANT SURGEON	\$ 2,650.00	\$ 935.20	\$ 1,714.80	65%	Anesthesiology/Pain Management
TERRENCE W. MURPHY, MD PA	\$ 1,750.00	\$ 1,460.80	\$ 289.20	17%	Occ Med/Primary Care
EMERG PHYS SVCS OF NJ P.A.	\$ 1,353.00	\$ 1,147.00	\$ 206.00	15%	Emergency Medicine



**PMM JIF  
Top 10 Claimants by Charges  
December 2013**

Claim #	DOL	DOB	Mechanism of Injury	Body Part	Charges	Approved	Savings
1128440	1/20/2012	8/20/1954	Walking in field	Knee	\$15,606.98	\$ 7,909.90	\$7,697.08
1171682	4/2/2013	9/23/1973	Performing rescue drill	Back	\$10,613.07	\$ 4,559.87	\$6,053.20
1181866	8/23/2013	1/30/1986	Returning something to Ambulance	Knee	\$ 6,827.00	\$ 2,548.78	\$4,278.22
1182276	8/27/2013	6/15/1969	Getting out of patrol car	Foot	\$ 4,869.78	\$ 1,417.74	\$3,452.04
1184608	9/27/2013	9/7/1976	Locker at K9 facility	Finger	\$ 4,148.89	\$ 2,625.92	\$1,522.97
1160953	1/3/2013	4/3/1964	Wrestling with suspect	Knee/Ankle	\$ 3,389.00	\$ 1,045.03	\$2,343.97
1169745	3/19/2013	5/14/1972	Arresting suspect	Shoulder	\$ 3,110.00	\$ 1,054.48	\$2,055.52
1181164	8/14/2013	5/24/1973	Chasing a suspect	Ankle	\$ 3,041.00	\$ 909.00	\$2,132.00
1175053	5/23/2013	5/26/1953	Picking up overweight trash bag	Back	\$ 3,039.00	\$ 1,093.48	\$1,945.52
1138054	5/14/2012	3/25/1977	Altercation with suspect	Shoulder	\$ 2,650.00	\$ 935.20	\$1,714.80



**PMM JIF  
Charges/Savings by Specialty  
December 2013**

Specialty	Charges	Approved	Savings	% of Savings
Physical Therapy/Occupational Thera	\$19,168.96	\$5,473.25	\$13,695.71	71%
Ambulatory Surgical Center	\$15,719.00	\$7,362.42	\$8,356.58	53%
Hospital	\$14,661.00	\$6,553.16	\$8,107.84	55%
Anesthesia/Pain Management	\$7,657.00	\$4,854.93	\$2,802.07	37%
Occ Med/Primary Care	\$5,227.35	\$2,405.25	\$2,822.10	54%
Ortho/Neuro	\$4,143.97	\$2,250.93	\$1,893.04	46%
MRI/Radiology	\$3,504.00	\$1,538.60	\$1,965.40	56%
Emergency Medicine	\$2,738.00	\$1,558.30	\$1,179.70	43%
Home Health Care	\$1,680.00	\$1,440.00	\$240.00	14%
General Surgery	\$910.00	\$660.00	\$250.00	27%
Physical Medicine & Rehabilitation	\$825.00	\$723.00	\$102.00	12%
Ambulance	\$420.00	\$320.00	\$100.00	24%
DME	\$265.27	\$135.20	\$130.07	49%
Speech Pathology	\$200.00	\$164.00	\$36.00	18%

## ***APPENDIX I -Minutes***

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**  
**OPEN SESSION MINUTES**  
**MEETING – NOVEMBER 25, 2013**  
**984 TUCKERTON ROAD, MARLTON, NJ**  
**EVESHAM TOWNSHIP**  
**2:00 PM**

Meeting of Fund Commissioners called to order by Commissioner Cromie. Open Public Meetings notice read into record.

**ROLL CALL OF 2013 FUND COMMISSIONERS:**

Gary LaVenia, Chairman	Township of Maple Shade	Absent
Scott Carew, Secretary	Township of Moorestown	Present
William Cromie	Township of Evesham	Present
Richard Brevogel	Township of Willingboro	Present

**SPECIAL FUND COMMISSIONERS:**

Robert Wells	Township of Maple Shade	Absent
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**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes,</b> <b>Karen A. Read</b>
Treasurer	<b>Thomas Tontarski</b>
Attorney	Kearns, Reale & Kearns, Esquires <b>William Kearns</b>
Claims Service	Qual Lynx <b>Kathy Kissane</b>
Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b>
Managed Care Organization	QualCare <b>Aubrey Vanduyn</b>
Underwriting Manager	Conner Strong & Buckelew

**APPROVAL OF MINUTES: OCTOBER 28, 2013 - Open & Closed Minutes**  
**MOTION TO APPROVE OPEN & CLOSED MINUTES FOR OCTOBER, 2013**

Motion: Commissioner Brevogel  
Second: Commissioner Carew  
Vote: Unanimous

**CORRESPONDENCE:**

NONE

**EXECUTIVE DIRECTOR:**

**CLOSED YEAR DIVIDEND** – The Fund Office has reviewed the available dividend from closed year accounts and recommended the release of \$75,000. The Fund Commissioners were asked via email if this was acceptable and all were in agreement that it was. In addition, an EJIF dividend in the amount of \$20,718 is already in the budget in the premiums. The breakdown of the distribution was included on page 11 of the agenda.

Enclosed on Page 12 was Resolution 13-21 authorizing the release of a dividend representing a total of \$75,000 from closed year accounts subject to state approval.

**MOTION TO ADOPT RESOLUTION 13-21 AUTHORIZING THE RELEASE OF A DIVIDEND IN THE AMOUNT OF \$75,000 FROM CLOSED YEARS ACCOUNT, SUBJECT TO STATE APPROVAL**

Motion: Commissioner Brevogel  
Second: Commissioner Carew  
Roll Call Vote: 3 Ayes, 0 Nays

**2014 BUDGET** – Executive Director said at the October Fund Meeting, the Board of Fund Commissioners introduced a Budget for 2014 in the amount of \$3,653,177 - representing a budget based on an increase of 2.78%. In accordance with the regulations, the proposed budget has been advertised in the Fund's official newspaper and sent to each member municipality.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2014 BUDGET**

Motion: Commissioner Brevogel  
Second: Commissioner Carew  
Roll Call Vote: 3 Ayes, 0 Nays

**DISCUSSION:** Executive Director reported on the budget as discussed at the previous meeting and said on the appropriations side there is an increase of 3.47%. The MEL property shows a 20% increase which is no surprise with the hurricanes we had in the last few years. On the expense and contingency side we are reducing that by 1.15% to keep the overall increase below 3%.

**MOTION TO CLOSE THE PUBLIC HEARING**

Motion: Commissioner Carew  
Second: Commissioner Brevogel  
Vote: Unanimous

**MOTION TO ADOPT THE 2014 BUDGET AND CERTIFY THE ASSESSMENTS**

Motion: Commissioner Carew  
Second: Commissioner Brevogel  
Roll Call Vote: 3 Ayes, 0 Nays

**MEMBERSHIP RENEWALS** – Executive Director said membership renewal letters were mailed out in late August with a due date of October 15<sup>th</sup>. We have received Moorestown’s and Maple Shade’s renewal documentation. Evesham Township has advised the Fund that they are exploring other proposals for insurance. Executive Director said we have good news with Evesham as they have decided to remain in the Fund. Executive Director thanked Commissioner Cromie and the Mayor and town with their decision. It would have been a huge void to fill if they left the Fund and we are thrilled they are staying. Commissioner Cromie said he is very happy they are staying put and the Mayor and Council is pleased as well.

**ELECTED OFFICIALS TRAINING** – Executive Director said this year’s elected officials training program will focus on Implementing Effective Risk Management for Local Officials. A session is scheduled in Maple Shade on December 12<sup>th</sup> at 5PM. Additional sessions will be scheduled. Attorney Kearns said it would be nice if other towns join in this session and we can schedule another session as well but it nice to have more than a few people come out to each session.

**EMPLOYMENT PRACTICES LIABILITY 2013/2014 PROGRAM** – Executive Director said every two years, the MEL updates it’s Employment Practices Compliance Program, including the Model Personnel Manual and training programs. XL Insurance asked the MEL to continue this program noting its value in loss control. A notice on the 2013/2014 program will be distributed to members in the coming few months. In addition to the annual training provided to Elected Officials, the 2013/2014 EPL cycle will also include training for Managers/Supervisors and Police Chief Command personnel. There is a May 1st deadline for these updates and training to be complete.

**DECEMBER MEETING** - Traditionally, the JIF has voted to cancel the December meeting and to process any necessary claim payments and professional fees for the month. Should the commissioners wish to follow past procedures, Resolution 13-22 authorizing this action is part of the agenda. Executive Director said this will cancel the meeting and authorize the continuance of contractual payments and authorization for the professionals to continue the work until the January meeting. Attorney Kearns said it also authorizes the claims committee to deal with claims.

**MOTION TO APPROVE RESOLUTION 13-22 CANCELLING THE DECEMBER MEETING AND AUTHORIZING PAYMENT OF BILLS**

Motion: Commissioner Brevogel  
Second: Commissioner Carew  
Vote: 3 Ayes, 0 Nays

The Fund’s Reorganization meeting is scheduled for January 27, 2014.

**DUE DILIGENCE REPORTS** - Included in the agenda were the Financial Fast Track, Pure Loss Ratio Report, Claims Analysis by Fund Year, Claims Activity Report, Lost Time Frequency Report, Interest Rate Summary Comparison Report, and Regulatory Compliance Report.

Executive Director reviewed the Financial Fast Track report at the statutory surplus stands at \$363,918 as of September 30, 2013. Executive Director reported on the Loss Ratio report and our actuary’s targeted number for September was 44.45% and the Fund stands at 49.59%. Executive Director said the Lost Time Accident Frequency at of October 31, 2013 is at 2.65, which is an improvement from last month. Executive Director we hope to work on that for next year.

Executive Director reported on the Employment Practices Compliance and said we would like to work with Evesham Fire District on their compliance which they have not done in the past. If they do work on compliance they can lower their deductible to the standard 20%. It would mirror the policy of Evesham Township and we would like to work with them. Executive Director said he would work with Commissioner Cromie and the Fire District to assist with the required EPL policies.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** Attorney Kearns said for the January reorganizational meeting he would like to have a presentation on how to handle claims and how they are monitored. This would be a useful presentation to members. Commissioner Cromie and Brevogel said it would beneficial to them.

The January meeting will be held at the Sensational Host in Maple Shade.

**TREASURER:**

**Payment of November 2013 Vouchers Resolution 13-23**

<b>Closed Fund Year</b>	<b>\$ 99,914.00</b>
<b>Fund Year 2013</b>	<b>\$ 45,162.17</b>
<b>Total</b>	<b>\$145,076.17</b>



**Confirmation of Claims Payments/Certification of Claims Transfers for the Month of October 2013:**

<b>Closed Years</b>	0.00
<b>2009</b>	0.00
<b>2010</b>	7,142.30
<b>2011</b>	54,071.60
<b>2012</b>	2,966.19
<b>2013</b>	59,763.80
<b>TOTAL</b>	<b>123,943.89</b>

**MOTION TO APPROVE RESOLUTION 13-23 VOUCHER LIST FOR THE MONTH OF NOVEMBER AS SUBMITTED AND APPROVE CERTIFICATION OF CLAIM/CONFIRMATION OF CLAIM PAYMENTS FOR OCTOBER 2013**

Motion: Commissioner Brevogel  
 Second: Commissioner Carew  
 Roll Call Vote: 3 Ayes – 0 Nays

Treasurer's Report Made Part of Minutes.

**UNDERWRITNG MANAGER REPORT:** Underwriting Manager said Certificates issued for the period 8/20/13 to 9/20/13 was included in the agenda for review.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director said a Sensibility training class will be held in Maple Shade with a potential date of December 12, 2013. This training consists of conflict resolution and how to deal with the public which will be beneficial to public employees. On November 18<sup>th</sup> Safety Director’s office was contacted by Mike Grossman from the Evesham Township Public Works Department who was quick to respond to an event that occurred on a piece of their playground equipment. The equipment was described as a Calypso III drum panel. There was a six year old child that was caught inside this drum which was very traumatic for her. Our office was able to go out and review the area to find what positive impact we could have on the investigation. The equipment was immediately removed from the location. Mr. Grossman contacted the manufacturer and will be replacing those pieces of equipment. We will also be contacting the Consumer Product Safety Commission to let them know that this piece of equipment poses potential danger for children of that age.

Commissioner Cromie said they have not heard anything from the parents regarding this incident. They do have an entire file set up for the incident. Claims Manager requested the

information be sent to Qual-Lynx so they can set up a suspense file with copies of the information in the event a Notice of Claim is filed. Commissioner Cromie said he would forward the information Qual-Lynx.

Monthly Activity Report/Agenda Made Part of Minutes.

**MANAGED CARE:**

**REPORT:** Report indicated 10 new injury requiring medical management and a savings of 56.6% for October.

Intake Reporting by Injury, Top 10 Providers, Charges by Specialty, Top 10 Claims.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

**REPORT:** Claims Manager's report was for closed session.

Report Part of Minutes.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:  
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

Moved: Commissioner Carew  
Second: Commissioner Brevogel  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

Moved: Commissioner Carew  
Second: Commissioner Brevogel  
Vote: Unanimous

**MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE  
SESSION:**

Moved: Commissioner Carew  
Second: Commissioner Brevogel  
Roll Call Vote: 3 Ayes – 0 Nays

**OLD BUSINESS:**  
NONE

**NEW BUSINESS:**  
NONE

**PUBLIC COMMENT:**  
NONE

**MOTION TO ADJOURN MEETING:**

Moved:	Commissioner Brevogel
Second:	Commissioner Cromie
Vote:	Unanimous

**MEETING ADJOURNED: 2:26 PM**

**NEXT REGULAR MEETING: January 27, 2014**

**Sensational Host 12:00PM**

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Karen A. Read, Assisting Secretary for  
**WILLIAM CROMIE, SECRETARY**

## ***APPENDIX II***

### ***MEL, RCF & EJIF REPORTS***



## Municipal Excess Liability Residual Claims Fund

9 Campus Drive – Suite 16  
Parsippany, New Jersey 07054  
Tel (201) 881-7632  
Fax (201) 881-7633

January 2, 2014

Memo to: Executive Committee  
Professional Municipal Management Joint Insurance Fund

From: Commissioner Scott Carew

Re: **Topics Discussed at the RCF Reorganization Meeting**

- REORGANIZATION** - The Residual Claims Fund reorganized on January 2, 2014. Although the RCF conducts its meetings as a Board of Commissioners, regulations require the election of an Executive Committee. Below is a listing of the Executive Committee.

2014 Executive Committee
DAVID MATCHETT, Burlco JIF, Chairman
WILLIAM CLOSE, Morris JIF, Secretary
BRIAN BIGLER, NJUA JIF
TOM NOLAN, Monmouth JIF
WILLIAM COTTMAN, MEL JIF
PAUL SHIVES, Ocean JIF
MADELINE COOK, NJPHA JIF

- The Fund also elected the following alternates for the 2014 Fund Year:

2014 Alternate Executive Committee
RICHARD HIRSCH, Atlantic JIF
JOSEPH WOLK, Camden JIF
JOSEPH CATENARO, Suburban Essex, JIF
JAMES GILDEA, Suburban Muni JIF
SCOTT CAREW, PMM JIF
ROBERT LANDOLFI, Central JIF
ROBERT LAW, Trico JIF
PATRICK O'HAGAN, Bergen JIF
GREGORY FRANZ, South Bergen JIF

**Re-organizational Resolutions** – The Board adopted all resolutions necessary to undertake the re-organization process.

**Fund Professionals & Professional Service Agreements** – At the January 2012 meeting, the board awarded professional service agreements in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2012, 2013 and 2014. Professional Service Agreements provided that adjustments to compensation for Fund year 2014 be established by the Board of Fund Commissioners at annual reorganization, which was 2% over the 2013 rate.

The Board of Fund Commissioners made the following appointments:

2014 Fund Professionals	
Executive Director	David N. Grubb, PERMA Risk Mgmt Services
Deputy Executive Director	Paul Miola, Arthur J. Gallagher Risk Mgmt Services
Attorney	Fred Semrau, Esq John H. Dorsey, Esq
Excess Claims Supervisor	CB Claims LLC
Treasurer	Charles Cuccia
Actuary	The Actuarial Advantage
Auditor	Ferraioli, Wielkotz, Cerullo & Cuva, P.A.
Asset Manager	Wells Capital Management
Claims Data Consultant	Qual-Lynx

Claims Committee - The Claims Committee met at 9:00 am on the day of the Commissioners' meeting and the next meeting is scheduled for March 5, 2014 at 9:00 am.

Inclement Weather Procedure - A procedure has been instituted for Commissioners to confirm whether a meeting has been cancelled. The Executive Director will talk to the Chairman to determine if a meeting should be cancelled. In the case of an early morning or evening meeting, PERMA will leave a message which can be obtained by dialing the Fund's main number (201) 881-7632. For meetings that occur during normal business hours, meeting status can also be obtained by dialing the Fund office.

Next Meeting- The next meeting of the RCF will be March 5, 2014 at 10:30 AM at the Crowne Plaza in Jamesburg, NJ.



**New Jersey Municipal Environmental  
Risk Management Fund**

9 Campus Drive, Suite 16  
Parsippany, New Jersey 07054  
Tel (201) 881-7632  
Fax (201) 881-7633

DATE: January 2, 2014  
TO: Executive Committee  
Professional Municipal Management Joint Insurance Fund  
FROM: Commissioner Scott Carew  
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

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**2014 REORGANIZATION-** The election of the slate was confirmed. Below is a listing of the 2014 Executive Committee and the 2014 Fund Professionals.

<b>Chairman:</b>	<b>Camden</b>	Joe Wolk
<b>Secretary:</b>	<b>NJUA</b>	Jerry Cevetello
<b>Executive Committee:</b>	<b>Morris</b>	Frank Wilpert
	<b>Ocean</b>	Paul Shives
	<b>Burlco</b>	Richard Brook
	<b>Central</b>	Robert Landolfi
	<b>Sub Essex JIF</b>	Joe Catenaro
	<b>Monmouth</b>	Thomas Nolan
<b>Alternates:</b>		
	<b>#1 Sub-Muni</b>	Jim Gildea
	<b>#2 PMM</b>	Scott Carew
	<b>#3 Trico</b>	Robert Law
	<b>#4 South Bergen</b>	Greg Franz
	<b>#5 Bergen</b>	Paul Tomasko

**REORGANIZATIONAL RESOLUTIONS** – The Resolutions necessary to undertake the 2014 Reorganization of the Fund were reviewed and adopted by the Board.

**2014 STANDING COMMITTEES** - Four standing committees were established for the 2014 Fund year. The four (4) committees are Coverage committee, Rules & Contracts committee, Budget & Finance committee and Nominating committee.

**FUND PROFESSIONALS & PROFESSIONAL SERVICE AGREEMENTS** – At the January 2012 meeting, the EJIF board awarded professional service agreements in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2012, 2013 and 2014. Contract Addendums will be forwarded to each Fund Professional which will outline adjustments to compensation for Fund year 2014. During the October 16, 2013 EJIF meeting, the Board of Fund Commissioners adopted the 2014 Budget which included a 2% increase for certain professional’s compensation for the 2014 fund year.

The Board of Fund Commissioners made the following appointments:

<b>Executive Director</b>	James Kickham, Perma Risk Management Services
<b>Fund Attorney</b>	Fred Semrau, Esquire
<b>Fund Treasurer</b>	Charles Cuccia
<b>Asset Manager</b>	Wells Capital Management
<b>Fund Auditor</b>	Nisivoccia LLP
<b>Underwriting Manager</b>	Danskin Insurance Agency and Conner Strong & Buckelew
<b>Actuary</b>	AON Worldwide, Inc.
<b>Environmental Engineer</b>	T&M Associates and First Environment
<b>Claims Administrator</b>	Peter King, Esquire
<b>Legislative Liaison</b>	Kevin Hagan, PPAG

**FORECLOSED PROPERTY-** An Environmental Alert from T&M Associates, which deals with the hidden costs and potential exposures of acquiring properties through foreclosure and/or donations, was distributed prior to the meeting and is attached to this report. Since the E-JIF’s Environmental Engineer’s provide assistant in evaluating and inspecting member’s potential acquisition. Up to this point, the E-JIF averaged 2-3 requests from our membership per year. However, we feel that given the struggling economy and the alert issued to membership, this number will greatly increase in the short term. Additional funding was authorized for the Environmental engineers to provide this service to our members. Our Environmental Engineer budget line item in the 2014 budget has additional funds available as a result of the contract negotiations in 2013. Therefore, the recommendation of up to \$25,000 to conduct the property inspections as requested by membership was authorized by the Executive Board.

**PASSAIC RIVER CLEAN UP** – The Passaic River cleanup State action has now been completed. The EJIF’s obligation under the policy is \$50,000 to the member. The members have an obligation towards the settlement of \$90,000. As an option, the State has agreed to reduce state-aid to that municipality over a 3 year period to make up the difference. As another option, several local JIFs have agreed to give installment payments to make up the \$40,000 difference. Each local JIF involved will determine how it moves forward on the issue.

**SHARED SERVICE AGREEMENT-** The NJPHA JIF has requested a shared service arrangement with E-JIF for the services of the Legislative Agent as they have an urgent need for the services due to new requirements. After a discussion, the Board agreed to authorize the proposed shared services arrangement between the EJIF and the NJPHA JIF, subject to further review and final authorization of the local public contracts laws by the Fund Attorney.



**REINSURANCE-** The Underwriting Manager indicated that we are renewing our reinsurance coverage with Liberty IU. The reinsurance was placed below the 2014 budget parameters. A summary is as follows:

**REINSURANCE RENEWAL**

**COVERAGE:** Follow Form Excess Pollution Liability – Claims Made Coverage

**COMPANY:** Liberty Insurance Underwriters Inc., A, XV Best Rated

**LIMIT OF LIABILITY:** \$5,000,000 Pollution Incident Limit  
\$5,000,000 Aggregate Limit

**TERMS & CONDITIONS:** As expiring

**POLICY FORM:** As expiring

**SELF INSURED RETENTION:** \$2,400,000 Aggregate of All Losses Incurred

	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>RATE</b>	.1005	.1025	.1035
<b>POPULATION</b>	3,397,536	3,511,790	3,712,722
<b>PREMIUM</b>	341,452	359,958	384,267
<b>NJ PLIGA</b>	3,073	3,240	3,458
<b>TERRORISM</b>	3,415	3,560	3,8437
<b>TOTAL PREMIUM</b>	347,940	366,758	391,568

**UNDERGROUND PIPING ASSOCIATED WITH ABOVEGROUND STORAGE**

**TANKS-** The underwriting managers reminded the Board that a voucher system has been implemented for reimbursement of testing fees as required under the new guidelines. Details regarding the reimbursement process can be found in the Bulletin section on the EJIF website.

**POLICY REWRITE** – the underwriting managers have reviewed and revised the draft copy of the policy rewrite from Liberty Underwriters. They will meet again with Liberty early in 2014 to complete the process.

**UST BULLETIN** - EJIF issues an annual bulletin reminding members that EJIF will no longer cover 20+ year old unregulated underground tanks by January 1, 2014. The bulletin was mailed to members in the beginning of March 2013. A copy of the bulletin can also be found on the EJIF website.

**2014 MEETING SCHEDULE:**

<b>2014 Meeting Schedule</b>		
March 5, 2014	Crowne Plaza	10:50 am
June 4, 2014	Forsgate Country Club	10:50 am
September 3, 2014	Forsgate Country Club	10:50 am
October 15, 2014	Forsgate Country Club	10:50 am
November 19, 2014	Sheraton Hotel-Atlantic City	12:00 pm



## Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 16  
 Parsippany, NJ 07054  
*Tel (201) 881-7632*  
*Fax (201) 881-7633*

**Date:** January 2, 2014

**To:** Board of Fund Commissioners  
 Professional Municipal Management Joint Insurance Fund

**From:** Commissioner Gary LaVenia

**Subject:** MEL January Report

**2014 Reorganization -** The MEL conducted its 2014 Reorganization. The Board of Fund Commissioners held elections for officers and executive committee members.

Below is a listing of the 2014 Executive Committee and alternates (However, MEL meets as a Board of Fund Commissioners) and 2014 Standing Committee Chairpersons.

### 2014 Officers & Executive Committee

Chairman	Thomas Nolan	Monmouth Fund
Secretary	Jon Rheinhardt	Morris Fund
Executive Committee	Richard Hirsh	Atlantic Fund
	Carol Byrne	Bergen JIF
	Meghan Jack	Burlco JIF
	Joseph Wolk	Camden Fund
	Robert Landolfi	Central Fund

### 2014 Executive Committee Alternates

Executive Committee Alts	Roger Butler	First Responders JIF
	Andrew Brannen	Mid-Jersey Fund
	Paul Shives	Ocean Fund
	William Cottman	NJPHA JIF
	Joseph D'Arco	NJSI Fund
	Jerry Cevetello	NJUA JIF
	Mauro Tucci	Suburban Essex JIF

## 2014 MEETING SCHEDULE:

2014 Meeting Schedule		
March 5, 2014	Crowne Plaza	11:15 am
June 4, 2014	Forsgate Country Club	11:15 am
September 3, 2014	Forsgate Country Club	11:15 am
October 15, 2014	Forsgate Country Club	11:15 am
November 19, 2014	Convention Center	5:00 pm
January 7, 2015	Forsgate Country Club	11:15 am

### 2014 Standing Committees Chairpersons

Strategic Planning Committee	Thomas Nolan
Coverage Committee	Jon Rheinhardt
Investment Committee	Jon Rheinhardt
Legislative Committee	Richard Hirsch
Rules And Contracts Committee	Robert Landolfi
Nominating Committee	Charles Cuccia
Safety And Education Committee	Carol Byrne
Audit Committee	Christopher Marion
Police Accreditation Committee	Charles Cuccia
Claims Review Committee	Richard Hirsh

Fund Commissioners and Risk Management Consultants are encouraged to volunteer on standing committees.

**2014 Fund Professionals & Professional Service Agreements** – In 2012, the MEL board awarded professional service agreements in accordance with a fair and open process for Fund years 2012, 2013 & 2014. It was the consensus during budget preparation that there will be a 2% fee increase for professionals for 2014 with the exception of Qual-Lynx. The MEL Rules & Contracts Committee recommended adjusting the fee structure for Qual-Lynx - reducing the POL/EPL contract fee and increasing the Worker's Compensation contract fee.

**Purchase of Excess Insurance** – The Board of Fund Commissioners adopted a resolution confirming the placement of excess coverage. The MEL commercial carrier for excess workers' compensation is Safety National, Genesis is the excess liability and optional pol/epl carrier, Munich Reinsurance provides the optional excess liability; Caitlin provides the non-owned aircraft and the commercial carrier for excess property and boiler/machinery is Zurich. Underwriting Manager's memorandum on the renewal is attached to this report.

The Board of Fund Commissioners confirmed the Reinsurance Committee's recommendation to purchase excess flood coverage - \$25,000,000 excess of the \$50,000,000 but not purchase excess

limits for windstorm. The catastrophic modeling performed by wholesaler indicated probable maximum loss – using the “250 year return period” for hurricane (windstorm and storm surge) based on the RMS model is \$103 million; the Fund’s current limits are \$125 million. Catastrophic Modeling studies do not address flood at this time, but it did identify “probable maximum loss for “storm surge” (part of the flood coverage) to be \$29.3 million.

The Board also agreed to accept Safety National’s offer to extend its excess workers compensation policy through 2015 at a guarantee premium rate increase of 2.5% over the 2014 premium rate.

**Risk Management Plan** - The Board of Fund Commissioners adopted the 2014 MEL Risk Management Plan. The plan has been amended to reflect excess rates and carriers for 2014. Some additional property terms are still being negotiated; as a result, the Risk Management Plan may be amended further in March.

**Legislative Committee** – The committee met on November 20, 2013 and enclosed are the minutes of that meeting. The Board adopted a Resolution in support of Senate Bill 3118 (copy attached)– which would put flood insurance premiums outside of the budget cap.

**Safety and Education Committee** – The Board accepted the minutes of the Safety & Education Committee’s December 12, 2013 meeting.

**Elected Officials Seminars** – VCS is in the process of converting this year’s Elected Officials Seminar to an “on-line” version, pursuant to the MEL’s contract for the preparation of “on-line” courses. The Board voted to extend the MEL’s Elected Officials Seminar credit to Elected Officials and Chief Operating Officers that complete the On-line Elected Officials Seminar Training.

**New Jersey Safety Institute** – The MEL is one of the charter members of the Institute along with the State Division of Risk Management, the NJ Association of Counties, the NJ League of Municipalities, the NJ Chiefs’ Association, the School Boards Insurance Group and the School Pool for Excess Liability Limits. Genesis is contributing \$10,000 to the Institute but needs to channel this through the MEL. The Board voted to authorize the MEL Safety & Education Committee to direct the disbursement of the Genesis contribution to specific Safety Institute projects that also benefit the MEL.

**Residual Claims Fund** – The Board re-appointed William Cottman to serve as the MEL’s representative to the Municipal Excess Liability Residual

**Investments** – Representatives from Wells Fargo attended the meeting. Report distributed and reviewed on the transition of the MEL, RCF, Municipal Reinsurance HIF, BMED, Sustainable Energy Joint Meeting, EJIF, Bergen, South Bergen, Morris & Ocean Funds’ portfolio to Wells Fargo. Mr. Lange said he hopes to have a “pooled investment program” operational for the smaller affiliated Joint Insurance Funds sometime in 2014.

**Fund Attorney** – Fund Attorney reported on the successful recovery of almost one-third of a bond claim settlement.

**Claims Committee** – Claims Committee submitted the minutes of its December meeting. Committee will meet again following the MEL’s reorganization. The Board adopted a Resolution expressing its appreciation and honoring William Bruce – who is retiring from Qual-Lynx. Mr. Bruce worked on MEL Public Officials/Employment Practices claims for 14 years and was instrumental in protecting the interest of the MEL.

**Annual Education Seminar** – Seminar has been tentatively scheduled for April 11<sup>th</sup>.